



Florida's Dynamic
Waterfront Community

AGENDA

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
CITY OF RIVIERA BEACH, 600 W. BLUE HERON BLVD., RIVIERA BEACH, FL
33404,**

REGULAR MEETING

August 9, 2017

6:00 PM

NOTICE

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990,
PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN
THE PROCEEDINGS SHALL CONTACT THE OFFICE OF THE CITY MANAGER
AT 561-845-4010 NO LATER THAN 96 HOURS PRIOR TO THE PROCEEDINGS;
IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICES 1-800-
955-8771 (TDD) OR 1-800-955-8770 (VOICE) FOR ASSISTANCE.

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ADDITIONS AND DELETIONS

DISCLOSURE BY COMMISSION AND STAFF

ADOPTION OF THE AGENDA

CONSENT AGENDA SPEAKERS

CONSENT AGENDA

ANY PERSON WHO WOULD LIKE TO SPEAK ON AN AGENDA ITEM; PLEASE FILL
OUT A BLUE PUBLIC COMMENT CARD LOCATED IN THE BACK OF THE
COUNCIL CHAMBERS AND GIVE IT TO THE STAFF PRIOR TO THE BEGINNING
OF THE MEETING. MEMBERS OF THE PUBLIC SHALL BE GIVEN A TOTAL OF
THREE (3) MINUTES FOR ALL ITEMS LISTED ON THE CONSENT AGENDA.
MEMBERS OF THE PUBLIC WILL BE GIVEN THREE (3) MINUTES TO SPEAK ON
EACH REGULAR AGENDA ITEM. IN NO EVENT WILL ANYONE BE ALLOWED TO

SPEAK ON AN AGENDA ITEM AFTER THE RESOLUTION IS READ OR ITEM CONSIDERED.

1. REQUEST FOR THE APPROVAL OF MINUTES - JULY 12, 2017 BUDGET WORKSHOP MEETING
2. REQUEST FOR THE APPROVAL OF MINUTES-JULY 12, 2017 REGULAR BOARD MEETING
3. APPROVAL OF MONTHLY VENDOR INVOICES

END OF CONSENT

REGULAR BUSINESS

4. A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY ("THE AGENCY") APPROVING THE REVISIONS TO THE RIVIERA BEACH EVENT CENTER PRICING STRUCTURE; PROVIDING AN EFFECTIVE DATE.
5. A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY ("THE AGENCY") APPROVING THE FIRST AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT BETWEEN LANGTON & ASSOCIATES, INC ("LANGTON") AND THE AGENCY TO EXERCISE AN OPTION TO EXTEND THE TERM OF THE AGREEMENT BY ONE YEAR ("FIRST AMENDMENT"); PROVIDING AN EFFECTIVE DATE.
6. COMMERCIAL GRANT PROGRAM UPDATE
7. DISCUSSION ITEM: MARINA VILLAGE PROPERTY EXCHANGE
8. DISCUSSION ITEM: MARINA VILLAGE PHASE II DEVELOPEMENT UPDATE

ITEMS TABLED

RECEIPT OF PUBLIC COMMENTS

(Non Agenda or Consent Item Speakers; Three Minute Limitation) Please be reminded that the CRA Board of Commissioners has adopted a set of "Rules of Decorum Governing Public Conduct during Official Meetings", which has been posted at the entrance of the Council Chambers. In an effort to preserve order, if any of the rules are not adhered to, the Commission Chair may have any disruptive speaker removed from the podium, from the meeting and /or the building, if necessary. Please govern yourselves accordingly.

REPORT OF THE EXECUTIVE DIRECTOR

REPORT OF THE GENERAL COUNSEL

DISCUSSION OF THE BOARD

ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Board of Commissioners with respect to any matter considered at this meeting, such interested person, at own expense, will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, pursuant to F.S. 286.0105.

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF
COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 8/9/2017

Agenda Category:

Subject: JULY 12, 2017 BUDGET MEETING MINUTES

Recommendation/Motion: APPROVAL

Originating Dept	OPERATIONS MANAGER & PIO	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
7-12-17_CRA_budget_workshop_full_size_transcript.pdf	7.12.17 BUDGET WORKSHOP MEETING MINUTES	7/19/2017	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	8/1/2017 - 11:11 AM
CRA Internal Review	Evans, Scott	Approved	8/1/2017 - 11:12 AM

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Riviera Beach Community Redevelopment Agency Workshop

City of Riviera Beach Council Chambers

2nd Floor, Municipal Complex

600 West Blue Heron Boulevard

Riviera Beach, Florida

Wednesday, July 12, 2017

6:00 p.m. to 7:22 p.m.

APPEARANCES:

Chair KaShamba Miller-Anderson

Vice-Chair Tonya Davis Johnson

Commissioner Terence Davis

Commissioner Lynne Hubbard

Commissioner Dawn Pardo

Interim CRA Executive Director Scott Evans

CRA Operations Manager & Public Information Officer Darlene
Hatcher

1 CHAIR MILLER-ANDERSON: We're going to go ahead and call to
2 order the Riviera Beach CRA Meeting Budget Workshop, July 12,
3 2017, 6:00 p.m.

4 Madam, roll call.

5 (Upon roll call by CRA Operations Manager and Public Information
6 Officer Hatcher, the following were present: Chair KaShamba
7 Miller-Anderson, Vice-Chair Tonya Davis Johnson, Commissioner
8 Terence Davis, Commissioner Lynne Hubbard, Commissioner Dawn
9 Pardo. Also present: Interim Executive Director Scott Evans,
10 Attorney Michael Haygood.)

11 CHAIR MILLER-ANDERSON: Ms. Dawn Pardo, would you lead us
12 in a moment of silence and the Pledge of Allegiance.

13 (Moment of silence, followed by the Pledge of Allegiance.)

14 CHAIR MILLER-ANDERSON: Okay. So we'll have a discussion
15 by our executive director, Mr. Scott Evans.

16 INTERIM EXECUTIVE DIRECTOR EVANS: Good evening.

17 CHAIR MILLER-ANDERSON: Good evening.

18 INTERIM EXECUTIVE DIRECTOR EVANS: This -- I would like --
19 this is our budget workshop number one.

20 On the screen above I proposed our schedule. Beginning
21 with this evening I'd like to do an overview and discussion of
22 our proposed initiatives towards gaining board feedback so that
23 we could bring to you in August at our second workshop a
24 complete draft of our budget.

25 And then we would propose we'd have a third workshop the

1 following Wednesday, on August 30th, in which we would focus on
2 the key issues that come up in workshop number two and discuss
3 the related revisions that you would like.

4 Following that, on September 13th, at our regular CRA board
5 meeting we could bring back any additional amendments that were
6 requested in workshop number 3, and hopefully have the budget
7 reviewed and approved at that meeting.

8 CHAIR MILLER-ANDERSON: Okay. Is that it for the
9 discussion?

10 We'll move right into the fiscal year budget presentation.

11 INTERIM EXECUTIVE DIRECTOR EVANS: The workshop agenda for
12 this evening, I'll begin with an overview of our revenue and
13 expenditures for the coming year, a summary of our proposed
14 initiatives we'd like to include in the budget for this year
15 going forward. I'd like to -- Annetta Jenkins and Neimah Spence
16 will go over the Neighborhood Services and Clean and Safe
17 programs. And then we'll have a brief discussion on our capital
18 projects, followed by a discussion of City and CRA enhanced
19 coordination initiatives.

20 Our revenue for this year. It's comprised mostly of --
21 rather, two funding sources: One from Palm Beach County and one
22 from the City of Riviera Beach. The CRA receives increment
23 revenue, which is often referred to as TIF, or tax increment
24 financing. And our increment revenue for the coming year is
25 approximately 8.46 million. And that number, if you look year

1 to year, that's going up this year. Last year it was 7.72. So
2 that would be an increase of 700,000 approximately between --
3 from year to year.

4 And above -- that just shows the revenue. It's been
5 steadily increasing since 2015 as we recovered from the property
6 dive that happened in 2008.

7 The expenditures overview. This is just a brief snapshot
8 of the CRA's expenditures. A substantial portion of this is
9 debt service; this year would be approximately about 30 percent.
10 Our administrative operations and wages combined for about 25
11 percent. And then the remaining dollars going into the programs
12 and redevelopment initiatives that the board selects each year.

13 This is a summary of our debt service. Specifically it
14 includes the Wachovia note, which is through the City but it's a
15 CRA debt, that has an annual payment of 646,000 per year.

16 We have another debt between us and the City for the Ocean
17 Mall. Currently it's deferred. Under the current arrangement,
18 when the Wachovia note is done being paid back the Ocean Mall
19 debt would then start being paid.

20 And then of course we have our BBT funds which were
21 borrowed primarily for investments in Marina Village and for
22 some investment that was done in our neighborhoods.

23 So that accounts to about 3.2 million dollars each year for
24 debt service.

25 For 2018, some of the initiatives I wanted to propose for

1 the board's consideration, we would continue to implement the
2 grant programs that the board approved. This includes the home
3 improvement program, beautification grants, facade property
4 improvements.

5 We would like to expand our housing grant program. One way
6 we could do this is through a partnership with the CDC and the
7 City of Riviera Beach. Since we're already providing these
8 grant programs we could expand to offer them citywide if the
9 City of Riviera Beach were to provide some direct funding for
10 that particular program.

11 We would also propose to partner with the City in support
12 of a new board approved vision for Broadway. The board has
13 stated that they're unhappy with the types of development
14 proposals we've been receiving. I think it's important to
15 develop a new vision and get it adopted so that we can get the
16 development restrictions that are currently along the Broadway
17 corridor removed. And we'd like to partner and support the City
18 in their efforts to move that vision forward.

19 And I'd like to initiate an update of the CRA plan to
20 reflect the board's new vision and our current initiatives.
21 It's critical that we keep the CRA plan up-to-date. The last
22 amendment was done in 2011. And that -- the state statutes
23 provides the authority for the redevelopment agency to operate
24 their programs and projects through our adopted plans. So in
25 this coming year it's important that we update our plan to

1 reflect both your new vision and the activities that get
2 approved going forward.

3 Another initiative we have underway is the Marina Village
4 Phase II RFP. The key steps for this year start with board
5 review of our draft document, which would occur on August 9th.
6 Following implementing your final directives based on that
7 review of that document, and following your approval, we will
8 transmit it to the City's Purchasing Department. The review
9 process would be both City and CRA joint evaluation, followed by
10 a final approval by your board. And then the final step would
11 be, once we've made a selection, to negotiate the development
12 agreement and community benefits.

13 The Broadway and Blue Heron enhancement. The last time we
14 discussed this project we did review some potential improvements
15 and the board directed us to come back with a workshop. So I'd
16 like to budget for that project going into the upcoming year.
17 The property is located at a critical intersection; it's on the
18 northwest corner of Broadway and Blue Heron. Following
19 beautification this property could be sold and the funds could
20 be redirected to a new redevelopment project, or the board could
21 determine a variety of different things. We have also the
22 vacant old Dairy Bell property which could either be demolished
23 or improved for future use. So we'd like to hold a
24 comprehensive workshop looking at that whole block so we can
25 chart out how we can improve the way it looks and what the next

1 steps might be for that particular property.

2 Currently we have gotten an update, the property is worth
3 about 750,000 if we decided to make some minor improvements and
4 then sell it and redirect funds to a new project.

5 For Neighborhood Services for 2018, we would like to grow
6 and expand our efforts and improvement of our neighborhoods and
7 the provision of housing for our residents. We'd like to
8 continue our existing programs -- which our Neighborhood
9 Services Director, Annetta Jenkins, will go into more details
10 shortly -- and expand our Renaissance Home Program to build new
11 homes and start to create a rehab program to try and transform
12 existing housing stock that may be blighted or vacant into new
13 and improved neighborhood housing.

14 Additionally we'd like to utilize home improvement grants
15 with a new targeted approach. In trying to support the City's
16 movement to go from code enforcement to code compliance we think
17 that the home improvement program could have a targeted approach
18 to try and help some of our home owners, home -- occupied home
19 ownership to try and improve some of the code issues that may be
20 affecting some of the homes and try to help them fix those so
21 that they can bring their properties into compliance through our
22 grant program. And if we're able to modify our grant program
23 working in cooperation with the City and the CDC then we could
24 do this citywide, not just in the CRA.

25 We also are looking to work closely with Palm Beach County

1 to identify additional funding opportunities to leverage the
2 dollars that we put into these programs to have a larger impact
3 on providing new home ownership opportunities and improving our
4 neighborhoods.

5 And the County is very focused on this initiative and so
6 we're hoping that we can create future partnerships as we move
7 forward.

8 And with that I'll turn over the Neighborhood Services
9 portion to Annetta Jenkins, our Neighborhood Services Director.

10 MS. JENKINS: Thank you, Mr. Evans.

11 Good evening. Annetta Jenkins, Director of Neighborhood
12 Services.

13 Last year, last budget season we introduced to you our tool
14 kit approach, our comprehensive number of tools towards
15 neighborhood services and neighborhood improvement. And just to
16 recap, in our safety tool kit -- which you'll hear a little bit
17 more about that later -- we have our Smart Water CSI kits, our
18 Neighborhood Watch program, and our Neighborhood Social Network
19 DialMyCalls system, which will be new. And one new initiative
20 that we'd like to implement is uniform street addresses to add
21 to our safety tool kit.

22 On the Neighborhood Services side, as Mr. Evans mentioned,
23 we would have real estate acquisition and development, our
24 residents services portfolio, youth and recreation activities,
25 and our community partnerships, which we think is key to

1 delivering neighborhood services. And our new tool will be
2 focused on economic development initiatives which we'll talk
3 about in just a minute.

4 One of the primary ways we think we can deliver effective
5 neighborhood services is in partnership. And one of our key
6 partnerships is with the Riviera Beach CDC. One of those
7 keystone programs is the Riviera Beach Renaissance Program,
8 which includes acquisition, new construction, rehabilitation,
9 ownership rental and mixed use.

10 Under our community development partnerships, for instance
11 rebuilding neighborhoods through innovative solutions, the CDC
12 can bring some real value to the table. It continues to be
13 managed by the CRA after being created by the CRA. It maintains
14 CHDO certification through Palm Beach County and HUD; and most
15 recently received a grant for projects. And we're looking
16 forward to support in the coming year. Our Renaissance Program
17 received approximately 1.1 million from the County.

18 And there's a picture of one of our home owner's families.

19 In our pipeline for the upcoming year is the Bougainvillea
20 Court project, which has already won the 2016 National Housing
21 For Everyone grant from TD Bank. It was a national competition.

22 And you can see the existing buildings there that would be
23 redeveloped along with the vacant land. When this project is
24 complete we'll have 14 two-story attractive buildings with two
25 units per structure, for a total of 28 new units. We anticipate

1 that 10 of them will be two-bedroom units with two-and-a-half
2 baths, and 18 will be three-bedroom units with two-and-a-half
3 baths. Ideally suited for families. The two-bedroom units are
4 1288 square feet projected, and the three-bedroom units will be
5 a little bit more than 1400 square feet. The total site to be
6 developed is approximately two acres.

7 And you see the site plan there. This project could serve
8 elderly and families up to 120 percent of AMI. And we
9 anticipate that we could reserve up to 10 for seniors and
10 veterans.

11 Another project that we'll be continuing in the new year is
12 our award winning community garden. And just to reiterate, this
13 project won the 2016 Structures Award from the South Florida
14 Business Journal. Two unique aspects of the program are our
15 Strawberry Sprouts, working with our young children; and new
16 Riviera Beach Seniors Garden Club. Various activities that
17 we'll continue to expand and enhance will be our Evening in the
18 Garden series, our Art and Sip projects, our private functions,
19 working with our own Riviera Beach police officers doing Reading
20 in the Garden with children from the neighborhood, our Halloween
21 and holiday events, our appreciation night, and our green market
22 where we will be using EBT and SNAP programs in partnership with
23 other urban farmers.

24 Our residential investment programs in the CRA includes our
25 ongoing Houses of Distinction. And this program allows up to

1 \$20,000 in funding to each eligible single family property
2 within the CRA for exterior improvements. In the last fiscal
3 year we assisted approximately 11 families. And we have a
4 current pipeline of new applications that we're vetting at this
5 point. And we will continue to do outreach throughout the CRA
6 for this program.

7 One of our key partnerships, as I said, in building --
8 rebuilding neighborhoods is with the CDC. And there is a flier
9 for our Home Buyers Club, where through our Home Buyers Club
10 we've received or put together in excess of one and a half
11 million dollars in loans and grants to build five homes that
12 were completed in the spring. We have 10 in-fill homes in
13 predevelopment. And as of last week we had 59 members of our
14 Riviera Beach Home Owners Club, Riviera Beach residents who are
15 eager, eager to seek home ownership in our city.

16 If we're able to move forward we expect that we could start
17 to see closings in the spring of 2018.

18 And I'd like to point out that this program won the 2017
19 Nonprofit Diamond Award from the Florida Community Development
20 Association a few months ago.

21 Right there you see some of our partnerships highlighted on
22 the economic development side. And these are programs that we
23 hope to launch in 2018. Our Teen Entrepreneur Academy for 13 to
24 18-year-olds in partnership with Junior Achievement. Our Youth
25 Entrepreneurial Academy with Urban Youth Impact for 18 to

1 30-year-olds. And our Pre-'tweens Financial Camps that we want
2 to offer for our younger children.

3 With Community Connections we've added a new tool that is
4 under the DialMyCalls systems. A lot of our residents,
5 especially the elderly, do not have computers at home or they
6 don't have smart phones. And we spread a lot of fliers and
7 knock on a lot of doors and we'll continue to do that. But most
8 everyone has a cell phone. And if we're able to effectively
9 call residents or text them to alert them to opportunities and
10 programs, et cetera, we think that this will be an added
11 effective way for us to reach more residents so we have more and
12 better resident participation.

13 On our neighborhood safety initiative side we're very
14 excited to moved forward with a new partnership with the Red
15 Cross, the Riviera Beach Fire Department, on our smoke alarm
16 installation program. And in late September we hope to install
17 at least 100 smoke detectors, at least one smoke detector and up
18 to four per home in 100 homes in the Riviera Beach Heights
19 neighborhood south of Martin Luther King Boulevard. And we hope
20 that with this initial program in the future we'll be able to
21 expand it to other neighborhoods in the city.

22 We also want to distribute 300 plus units of SmartWater to
23 families in the CRA. You may recall that about 18 months ago we
24 were able to pretty much cover Riviera Beach Heights, where we
25 distributed 257 kits. And we will be bringing another 300 to

1 reach the rest of the CRA.

2 And we're expanding our partnership with Palm HealthCare.
3 We've been working on that for the last couple of years, where
4 they're partnering with us on a healthy communities initiative
5 with our community garden program to start to address food
6 insecurity for low income families in our neighborhood.

7 We'll continue to work with Rebuilding Together and Paint
8 Your Heart Out. So far this year we have painted and repaired
9 eight houses in Riviera Beach neighborhoods. And that's
10 exterior painting, landscaping in some cases, and beautification
11 of those homes. We have 10 planned for the upcoming year, to
12 continue those activities. And we've been able to work with
13 Code Enforcement and with neighborhood associations to get that
14 work done.

15 INTERIM EXECUTIVE DIRECTOR EVANS: In this upcoming budget
16 we also propose to create a property acquisition fund that the
17 board could apply towards future redevelopment initiatives. The
18 initial fund could be in the approximate range of about 500,000.
19 And that will depend on the final initiatives that you approve
20 in the budget. And the amount could be used to leverage
21 additional Palm Beach County funds. And we could also choose to
22 use it in partnership with the City's future acquisition
23 initiatives.

24 The Clean and Safe program, which is award winning,
25 continues to provide services from the Ocean Mall all the way to

1 Marina Village. Rod McLeod is out on medical leave this
2 evening. However, our esteemed operations manager, Mr. Neimah
3 Spence, will review all of the services that we're focused on
4 providing. And we'll be looking for your feedback to assist us
5 in preparing next year's budget and what we need to do with our
6 Clean and Safe services program and work plan.

7 MR. SPENCE: Good evening, Madam Chair, board members.

8 My name is Neimah Spence. I'm the operations manager for
9 the Riviera Beach CRA Clean and Safe program.

10 This evening's presentation is an overview of our Clean and
11 Safe program.

12 Our Clean and Safe program has two areas of responsibility.
13 We have CRA operations portion and we have our Marina Village
14 operations.

15 Our CRA operation is our Broadway corridor, west Blue
16 Heron, Riviera Beach Heights, and also the Ocean Mall.

17 Our Marina Village operation area consists of the Event
18 Center, Bicentennial Park, the marina uplands, the promenade,
19 shuttle service, and our parking assistance.

20 The operation portion dealing with Broadway, west Blue
21 Heron, Riviera Beach Heights.

22 One of the things that we do in our areas is we sweep all
23 of the sidewalks. And as you can see, at the bottom of the
24 screen we have our sidewalk sweeper. We sweep all the sidewalks
25 in the CRA. We also pressure wash the sidewalks in the CRA. We

1 pressure wash the small flat bridge at least two times a week.

2 We pick up litter in all of our major thoroughfares and also at
3 the vacant lots.

4 We provide concierge service and also assist businesses and
5 provide assistance with PD intervention as needed.

6 We provide homeless assistance. If we see a homeless
7 person in need of our services we'll give them literature to
8 give them information with reference to programs that the City
9 may provide and also what the County would provide. We do light
10 landscaping on our CRA properties. And all of our ambassadors
11 are trained in first aid and CPR.

12 Our Ocean Mall area. Our ambassadors pick up trash,
13 litter, within the CRA boundaries on Singer Island. We provide
14 parking assistance during weekends, holidays and summer months.
15 And when special events occur, we're also there to help with
16 parking.

17 We assist Parks and Rec with locking up all of the
18 restrooms in the evenings.

19 And we have a unique service called our Walking Buddy. And
20 what that is, that's a service that we have, our team of
21 ambassadors in the evenings, that would help the residents or
22 visitors if they need to be escorted to their vehicles, we'll be
23 able to provide that service.

24 Also, you know, sometimes we may leave our lights on and
25 your batteries go dead. We have a service that we will help by

1 jumping your vehicle so you can get on your way in a safe
2 manner.

3 This service is Friday and Saturdays from 3:00 p.m. to
4 midnight; and Sunday through Thursday from 3:00 p.m. to 11:00.

5 COMMISSIONER PARDO: I'm sorry. Can you go back to that
6 slide again, please?

7 MR. SPENCE: Yes, ma'am.

8 COMMISSIONER PARDO: Okay. Thank you.

9 MR. SPENCE: Our Marina Village and Bicentennial Park. Our
10 ambassadors pick up trash and litter in the Marina Village, in
11 our overflow lots, at least three times per day and during
12 outdoor events.

13 We conduct parking management in the main and overflow
14 parking lots.

15 Our promenade, Bicentennial Park, event set up and break
16 down. Our supervisor conducts pre and post inspection during
17 all of the events. We clean the bathrooms at least four times a
18 day and during outside events. We assist with our kiosk
19 businesses if they need any type of assistance; or if we need to
20 call PD, we'll be able to provide that service.

21 We have shuttle service to the overflow parking lots during
22 major events and holidays; but also on the weekend when we're
23 busy we're able to provide that service.

24 We also have our walking buddies service in the marina
25 district also. And it's 45 minutes after each event or when the

1 Rafiki Tiki closes. And this service is provided seven days a
2 week.

3 The Event Center. The Event Center, we have concierge
4 service. But also we implemented our information desk
5 specialist to help with visitors that's coming to the Event
6 Center. We are also able to provide them with reservations for
7 tours.

8 The ambassador will set up and break down for events.
9 We'll use our audiovisual assistance. And, again, our
10 supervisor will conduct pre and post inspection before and after
11 each event that occur at the Event Center.

12 The Event Center is cleaned daily. We clean the restrooms
13 at least four times a day and during events. All floors are
14 mopped. The carpets are vacuumed. The carpets are cleaned.
15 All of the furniture is maintained. Basic maintenance. Also we
16 do painting. We clean the glass and polish all stainless
17 fixtures.

18 Our Clean and Safe initiative. We implemented the
19 Neighborhood Watch program. And this program has been helpful
20 in the community, where it was created to help prevent crime
21 within our community. We help enlist the active participation
22 of our residents in cooperation with law enforcement. Which is
23 a big thing for us, we have to maintain our partnership with law
24 enforcement. Our goal is to reduce crime, to solve neighborhood
25 problems, and to improve the quality of life in our community.

1 We have two active Neighborhood Watch programs within the
2 CRA: Our Riviera Beach Heights and our Park Manor South. Our
3 plan for this upcoming year is to expand our Neighborhood Watch
4 program to all of our CRA neighborhoods from West 27th -- West
5 22nd Street north to Silver Beach Road.

6 Some other safety initiatives. We implemented the
7 SmartWater program where, as Ms. Jenkins said, we distributed
8 over 257 SmartWater kits within the Riviera Beach Heights
9 community. But before we did that we installed SmartWater
10 Neighborhood Watch signs at every entrance leading into the
11 Riviera Beach Heights and also the Park Manor neighborhood. Our
12 plans for this upcoming year is to install new signage in all of
13 our CRA neighborhoods north of West 22nd Street to Silver Beach
14 Road.

15 Also we have initiative to distribute 300 more SmartWater
16 kits throughout the CRA neighborhoods.

17 Also part of our Clean and Safe initiative will be smoke
18 detector initiative. In September 2017 the Clean and Safe with
19 the CDC, Riviera Beach Fire Department, and the American Red
20 Cross, will distribute and install smoke detectors to homes in
21 Riviera Beach Heights.

22 We also created a Business Watch program. And the purpose
23 of this program is to actively reduce crime through business
24 communication and education. Our objective is to address
25 business issues with the CRA and business block. We want to

1 build partnership and communication between the police
2 department and our businesses.

3 We also established an e-Watch program between all
4 businesses, Clean and Safe, and the police department. Our
5 e-Watch program is a program that we created that we all have
6 e-mail addresses so we'll be able to do e-mail blasts just in
7 case, for instance, if there's a lot of credit card fraud going
8 on throughout the city we'll be able to notify all of our
9 partners within the Business Watch program. So we'll get the
10 word out like that. Our membership goal is to have all
11 businesses, whether it's large or small, within the CRA to
12 become active participants. Our meetings are held bimonthly,
13 and members will display our Business Watch logo on their
14 windows.

15 Our ambassadors. Which is the face of the CRA. We have
16 over 50 percent of our ambassadors are residents of Riviera
17 Beach. We have a comprehensive training program with all our
18 new ambassadors. With our ambassadors they have four plus weeks
19 of classroom work and OJT training, which is on-the-job
20 training. All of our ambassadors are cross trained so they know
21 all aspects of what we're doing within the CRA. So that gives
22 us a lot of flexibility. We like to promote from within. We
23 have three ambassadors were promoted to supervisors and one of
24 our ambassadors was promoted to financial staff.

25 Our training goals. To continue the strong work ethics

1 that we all have within the CRA. And customer service training,
2 we're constantly training on customer service. We have in
3 service training that will help us build our skills. They're
4 trained on all of our equipment, in the use of our landscaping
5 and building cleaning equipment. And that's it for us.

6 CHAIR MILLER-ANDERSON: Thank you.

7 INTERIM EXECUTIVE DIRECTOR EVANS: Shall I continue with
8 capital project funding?

9 CHAIR MILLER-ANDERSON: Sure.

10 INTERIM EXECUTIVE DIRECTOR EVANS: The Marina Village Phase
11 II improvements are included in our capital projects as well as
12 all the other items listed above. The funds for these projects
13 are reserved.

14 And I'll just briefly go through some of them. Removing
15 the wall from the promenade is included in this group of
16 funding.

17 The public art mural and water tank painting. And that
18 project is in the procurement review and selection process now.
19 The bid is closed. And that will come back before you shortly.

20 Our rooftop patio improvements are included in this line
21 item. That includes new misting fans that have been installed
22 now. The rooftop floor for the east side is now out for bid.
23 And the board preferred shade solution, which would be installed
24 on top of the trellis, that will go out for bid later this
25 month.

1 Additionally the CRA has reserved \$500,000 for Marina
2 Village Phase II parking. This could be a contribution to a
3 future parking garage for public parking. It's just a reserve
4 fund at this point.

5 And additionally we have reserved Event Center tenant build
6 out dollars, which is 400,000. So when we find a new tenant for
7 the Event Center those dollars are there when we sign a lease
8 with them.

9 And the last project is our Broadway utility burial. This
10 is a 2.5 million dollar project. It is partially completed. We
11 have 1.5 million dollars left. We are on hold as we wait to
12 finalize our easements. So we have buried approximately half of
13 the lines that need to be buried. And then the remaining ones
14 can't be buried until we get our last easements. Actually this
15 project will be coming back to you in the fall to finalize all
16 of the easements that we have secured and to try and identify
17 some alternative ways that we might be able to proceed.

18 And of course the final outcome is after we've buried all
19 of the other lines that are on the FPL overhead poles, then FPL
20 will come in and complete the removal of the poles and
21 energizing the underground system.

22 Avenue E. I propose -- this project has been on our radar
23 for a very long time. We had money provided previously several
24 years ago; and then when our capital budget funds were amended
25 about 2014 the Avenue E corridor was left off of our capital

1 improvements. This corridor is in critical need of
2 redevelopment, and it needs a specific approach to try and not
3 only enhance the street but stimulate the property development.
4 And we think that can be accomplished and jump-started by
5 building a complete road. And this project would need to be a
6 partnership between the CRA and the City. The CRA could fund
7 and plan in this coming year a planning and implementation study
8 if the City were agreeable to considering a request to add this
9 to their future capital projects list.

10 CHAIR MILLER-ANDERSON: I agree.

11 INTERIM EXECUTIVE DIRECTOR EVANS: The project includes
12 road and utility improvements, designing new sidewalks, street
13 lighting, bicycle paths, creating property redevelopment and
14 enhancement strategies, having a public input process to involve
15 our residents in the planning. And it could be coordinated with
16 the future redevelopment of the City's old city hall site which
17 is located between Broadway and Avenue C, and the substantial
18 property along Avenue E that we can control the redevelopment
19 outcome of.

20 The City and CRA currently have multiple interlocal funding
21 agreements that are no longer necessary for either the City or
22 the CRA. I would propose in cooperation with City staff to
23 develop a new interlocal agreement which would terminate and
24 replace the interlocal agreements which are no longer necessary.
25 I propose that the new agreement would provide updated terms for

1 the provision of city services to support our activities and
2 continue the funding of housing initiatives which would allow us
3 to go citywide with some of our grant and CDC housing programs.

4 The -- this first element would actually apply to not only
5 this existing year but future budget years. So I would propose
6 we adopt this in September both at the CRA and City Council
7 level in advance of approving the budget for the coming year.

8 The approval of the new interlocal could be scheduled --
9 since the time would affect this budget year, that's why it
10 needs to be implemented fairly quickly. The fiscal impact to
11 the CRA is effectively less than \$300,000 in the current year.
12 And in the coming year, future year, since our revenue is
13 projected to rise over \$700,000 next year the CRA no longer
14 needs the financial help from the City to operate and affect
15 redevelopment that we once needed previously. So that's -- the
16 fact that our financial health is improving means a lot of these
17 interlocal agreements were designed to help us to continue to
18 operate. And fortunately that's no longer a requirement.

19 The interlocal agreement could serve as a basis for
20 enhancing some of the services that were already being provided
21 at the CRA. Right now I would like to continue and further
22 enhance the provision of all of our procurement needs through
23 the City's department; and that includes updating the CRA's
24 purchasing codes and regulations. We would like to provide
25 funding of housing initiatives. So the one new interlocal

1 agreement that replaces all of the other interlocal agreements,
2 I would propose that it does continue to include some funding
3 from the City to the CRA, or to the CDC, to allow us to continue
4 to support a citywide implementation of some of those projects.

5 We would like to continue our human resources support and
6 benefits administration support that we currently are provided,
7 and look for ways to enhance that also.

8 And the new interlocal agreement really could provide a
9 mechanism for continued and other future coordination. As we
10 continue to have discussions to find additional savings and
11 provide cost effective services, we could just amend in various
12 steps that existing single interlocal agreement as we identify
13 different cost savings that would allow us to save money for
14 both the CRA and the City in the future.

15 Specifically right now in our Finance Department the City
16 will begin a transition on their side to a new enterprise level
17 financial software in the coming year. The CRA has completed
18 our financial audit, which you will receive a presentation from
19 later tonight at our regular meeting. And one of the findings
20 from the regular audit is that we move to new enterprise level
21 software. And it would seem to make sense if we move to the
22 same software that the City selects and implements.

23 The CRA also requires a finance director. Currently this
24 role has been filled by our Interim Finance Director Mr. Arnold
25 Broussard. It's in his contract, it's designed to reduce his

1 role over time and help us transition to a new permanent
2 solution. And we would propose that the permanent solution
3 would be to -- for our existing finance staff to be overseen by
4 the City's Finance Department. They could provide an
5 administrative oversight role to our finance staff. And
6 Mr. Broussard is already under contract, he could help us to
7 facilitate this transfer. Which would reduce our need so that
8 we don't have to hire our own finance director at the CRA.
9 Which would be a cost savings.

10 With your -- with board approval they could begin this
11 advisory assistance immediately. We have an existing interlocal
12 agreement that allows the City to provide us services. And they
13 could begin to help us specifically as we look towards
14 reorganizing our budget going into the new year and making the
15 future transition to the new software.

16 And the board could make a final decision when we bring you
17 back the interlocal agreement in September, which would
18 formalize that agreement and provide the details which could
19 still need to be negotiated between the City and the CRA to move
20 forward in that capacity.

21 That concludes our budget overview presentation.

22 One other item I'd like to address is this year I propose
23 to deliver our budget with a detailed work plan so it will help
24 you understand and track all of our initiatives and it will
25 provide schedules for you to track throughout the year as we

1 seek the approvals and the implementation of the budget approved
2 initiatives.

3 So with that I would like to receive any comments you have
4 further.

5 CHAIR MILLER-ANDERSON: Okay. Are there any questions or
6 comments regarding the presentation?

7 COMMISSIONER PARDO: Madam Chair.

8 CHAIR MILLER-ANDERSON: Go ahead. And then Ms. Davis
9 Johnson.

10 COMMISSIONER PARDO: Okay. So, Scott, if you go back to
11 your debt service, 2018, page 7.

12 INTERIM EXECUTIVE DIRECTOR EVANS: Mmhmm.

13 COMMISSIONER PARDO: Okay. So if we pay the Wachovia and
14 the three BB&T, it's 3.4 -- 3.24 million?

15 INTERIM EXECUTIVE DIRECTOR EVANS: Yes.

16 COMMISSIONER PARDO: Okay. So it's not 30 percent.

17 So, you know, go through it. I went through all of the
18 budget categories. So that comes out to 38 percent. So if you
19 go through your budget categories that extra 750,000 has to come
20 from somewhere. So I'm just pointing that out. You can go back
21 and do your numbers, because it doesn't work out.

22 I just want to make sure, you told us that the revenue
23 would be eight million four hundred sixty thousand.

24 INTERIM EXECUTIVE DIRECTOR EVANS: Yes.

25 COMMISSIONER PARDO: Yeah. So it doesn't work out. So

1 it's really 38 percent.

2 So, you know, you could go back and do that and look at
3 your expenditures. And you're going to have to do something
4 there.

5 INTERIM EXECUTIVE DIRECTOR EVANS: I'll just add, the 30
6 percent would be wrong. The budget that it's based on is on the
7 3.2 million. So I apologize for that error.

8 COMMISSIONER PARDO: Right. So the 30 percent would be
9 2.538.

10 But anyway, so I heard Mr. Spence make a comment that the
11 ambassadors are closing up the bathrooms over at the Ocean Mall.
12 So what's going on with that? And when did that start? And how
13 often are you doing it? And why are you doing it? Because I
14 thought we had Parks and Rec over there. We have a dedicated
15 person.

16 MR. SPENCE: Yes. Well, we spoke with the manager of Parks
17 and Rec. And because we're there until 11:00, we help with the
18 closing of the restrooms. And that's been going on --

19 COMMISSIONER PARDO: So at what time do you close the
20 restrooms?

21 MR. SPENCE: At sunset when the park closes.

22 COMMISSIONER PARDO: So we don't have a Parks and Rec
23 person there anymore, so the ambassadors are doing the work of
24 Parks and Rec?

25 MR. SPENCE: Yes, we're closing the restrooms for them.

1 COMMISSIONER PARDO: Every night?

2 MR. SPENCE: Yes.

3 COMMISSIONER PARDO: And what about opening them?

4 MR. SPENCE: We do not open.

5 COMMISSIONER PARDO: Okay. And then you made mention of
6 you have ambassadors over there that assist people from 3:00 to
7 9:00 and then from 3:00 to 11:00, right?

8 MR. SPENCE: We have two shifts. Our second shift comes in
9 at 5:00. So it would be 5:00 to 11:00 Monday through Thursday,
10 and 5:00 to 12:00 on the weekends.

11 COMMISSIONER PARDO: Okay. So that's not what you gave us.
12 So you might want to go and update your PowerPoint because it
13 was 3:00 to 9:00 and then it was on certain days, and then 3:00
14 to 11:00 on other days.

15 So my concern is, you made mention that the Rafiki Tiki,
16 when you guys are over at the marina you are there an extra half
17 hour after the Rafiki Tiki closes. The marina is lit up. Okay?
18 Over at the Ocean Mall, because of the turtles we have that very
19 dim turtle lighting, and it is extremely dark at the Ocean Mall.
20 So if you are going to afford the guests at the marina the extra
21 security, if you will, a half hour after the Rafiki Tiki closes,
22 I think we should do the same over at the Ocean Mall. There's
23 much more activity at the Ocean Mall. And for safety reasons,
24 because of the dim lighting -- and then there's, you know, we
25 all know what it's surrounded by -- I believe that we should

1 have ambassadors over there the extra half hour after Drunken
2 Goats and the other place closes.

3 MR. SPENCE: Well, what we usually do, we're there from
4 Friday to -- Friday, Saturday and Sunday we're there until 12:00
5 a.m. And on the rest of the days we're there until 11:00. And
6 by that time most of the --

7 COMMISSIONER PARDO: Of course. So I'm just saying if the
8 restaurant is going to be open until 11:30 or 12:00, we just
9 need to make sure that the ambassadors are there. Maybe you
10 want to go and, you know, talk to Johnny Longboats, because
11 they're the ones that every now and then they do extend their
12 hours an extra half hour.

13 So I'm just saying if we're going to do it let's be fair
14 about it and the --

15 COMMISSIONER HUBBARD: Madam Chair.

16 COMMISSIONER PARDO: -- you know --

17 CHAIR MILLER-ANDERSON: Next is Ms. Davis Johnson.

18 COMMISSIONER PARDO: Okay. But still, the -- it's dark
19 over there. And we go above and beyond for the marina. And
20 that's fine. But, you know, look what we're dealing with over
21 at the Ocean Mall. So I think you need to take that into
22 consideration.

23 And this isn't the first time that I've mentioned it. I've
24 mentioned it to Scott several times, and then also to the
25 police. And they seem to be doing a, you know, better job over

1 there.

2 The other thing is, so every ambassador carries around the
3 information regarding homeless shelters and resources that are
4 available to them throughout the county?

5 MR. SPENCE: Yes, ma'am.

6 COMMISSIONER PARDO: Okay. And then, Scott, over on Avenue
7 J --

8 INTERIM EXECUTIVE DIRECTOR EVANS: Yes.

9 COMMISSIONER PARDO: -- so, you know, we've seen the plans,
10 so when -- or Ms. Jenkins. So when do you anticipate that we
11 are really going to move forward with Avenue J?

12 MS. JENKINS: Right now we're looking for the gap funding.
13 We need some additional subsidy to move forward. We've done all
14 of our due diligence. We have everything else in place. And
15 we're trying to leverage our money to get the gap funding so
16 we're able to provide units to low and moderate families.

17 COMMISSIONER PARDO: Okay. And how much -- what's the gap
18 number?

19 MS. JENKINS: About 1.4 million.

20 COMMISSIONER PARDO: Okay. And then this is my last
21 question. How many employees -- how many full-time employees do
22 we have at the CRA and how many part-time employees do we have,
23 Mr. Evans?

24 THE CLERK: Currently we have 21 full-time employees, 2
25 part-time employees.

1 COMMISSIONER PARDO: And what are those part-time
2 employees? Ambassadors or staff in the office?

3 THE CLERK: Ambassadors. Two part-time ambassadors.

4 COMMISSIONER PARDO: Okay. Thank you.

5 CHAIR MILLER-ANDERSON: Ms. Davis Johnson. And then
6 Ms. Hubbard.

7 VICE-CHAIR DAVIS JOHNSON: Okay. So the question that I
8 have to begin with is -- okay. So we're over at the Ocean Mall
9 until midnight on Fridays and Saturdays, and then Sunday through
10 Thursday we're there until 11:00 p.m. So why would we not have
11 the businesses that are open beyond the time that we are there
12 provide their own security? Why would that be an added cost to
13 us?

14 INTERIM EXECUTIVE DIRECTOR EVANS: Well, we could -- I
15 think that's a board related decision. We provide our
16 ambassadors to try and support all of our visitors and the
17 public that are there. And we could speak with the business
18 owners there to see if they want to provide security. They've
19 never provided any in the past I don't think.

20 CHAIR MILLER-ANDERSON: Ms. Pardo, have you --

21 COMMISSIONER PARDO: Yeah.

22 CHAIR MILLER-ANDERSON: -- heard concerns or --

23 COMMISSIONER PARDO: Correct. Because -- and I had brought
24 this up to Mr. Brown when he was here. You know, I had
25 questioned all along, why should we be responsible for the

1 security at the Ocean Mall? I know about the park, it's our
2 park. But I was told that each business gives whatever
3 percentage of their -- I guess part of their lease goes toward
4 CAM. And CAM is supposed to provide security, maintenance, and
5 everything else.

6 So that's, that's probably a discussion that needs to be
7 had with the new -- you know, Duncan Hillsley.

8 VICE-CHAIR DAVIS JOHNSON: That was exactly where I was
9 going with that. If that is the case, if those costs are
10 covered, then certainly they need to offer that service and it
11 shouldn't be an expense to us.

12 INTERIM EXECUTIVE DIRECTOR EVANS: Okay.

13 VICE-CHAIR DAVIS JOHNSON: I need for you to start in your
14 branding -- the community garden does not sit in Riviera Beach
15 Heights. It sits in Inlet City. So we need to make sure that
16 we are branding it properly. Because there is a section of
17 Riviera Beach Heights that is near 1st and 4th Street, and then
18 it picks up again on MLK, MLK at, I think that's U. So we just
19 need to make sure that we are clearly identifying where that's
20 going.

21 The question regarding Bougainvillea has been answered for
22 me.

23 What financial institutions are we planning to reach out to
24 when we talk about our Pre-'tweens and our Teen Financial
25 Literacy Camps?

1 MS. JENKINS: We've talked to several partners, and none
2 have formally committed. So far there are a couple of nonprofit
3 organizations, regional nonprofits, that are interested; and
4 several banks that have programs.

5 So in the next -- I think we have a meeting that we'll be
6 able to tell you with more definition who the partners will be,
7 and give you an outline perhaps at our next budget iteration of
8 what the program will look like.

9 I'm just a little reluctant to mission without having
10 formal commitments from them.

11 VICE-CHAIR DAVIS JOHNSON: Okay. Then the other concern
12 that I have is with the Paint Your Heart Out program. I think
13 that it has the potential to be a wonderful program but I think
14 that when folks come in and they volunteer their time it's not
15 as if they're treating their own investment with care. Because
16 some of the properties I've been involved with and I've gone
17 back to look at them, either after the Paint Your Heart Out
18 session has happened, or several months down the line, the
19 properties, they -- I don't think we're getting the intended
20 outcome. And so we need to have a stricter more definitive type
21 service that we're looking for. I know that this is volunteer
22 based. But the bottom line for me is this is the home of a
23 resident, it is their investment, it is -- you know, it is where
24 they live, and so we want to make sure that the services that
25 folks are volunteering to provide is up to par. Because some of

1 the properties have not been handled with kid gloves and care as
2 I would like to see it.

3 Thank you, Madam Chair.

4 CHAIR MILLER-ANDERSON: Ms. Hubbard.

5 COMMISSIONER HUBBARD: While we were on the -- while we are
6 on the subject of the Ocean Mall and the marina, I agree with my
7 colleagues, I think that, that for sure we need to have the new
8 owners talk to the tenants as to their intention as providing
9 security for them. That's what I wanted to say, the same thing
10 that -- because, you know, we give them the police service that
11 all of the persons paying ad valorem tax get, so they get that.
12 And I think anything additional needs to come from the owners.

13 Now I know that the common area maintenance, CAM -- I don't
14 know if security is in that or not. But the Ocean Mall is not
15 that big. So, you know, from any door to your car is not that
16 far. If they had -- if all of them got together and provided
17 one extra police officer they could manage, manage that cost.

18 Going -- starting from the City of Riviera Beach, the 64
19 percent that you said -- in your revenues that you are
20 projecting to use, when you say comes from the City of Riviera
21 Beach, are you just talking about the TIF dollars that you're
22 going to receive, period? Or when you say from the City of
23 Riviera Beach, what do you mean by that?

24 INTERIM EXECUTIVE DIRECTOR EVANS: Yes. Each year our TIF
25 dollars, a portion comes from the County and a portion comes

1 from the City.

2 The -- and if I could, the 30 percent number actually was
3 based on our total budget projected going forward, because we
4 have capital project dollars and we have some carry forward. So
5 of our total pure TIF income it's the 38 percent. Of the final
6 budget it will be closer to 30 percent because of -- if we
7 include all of the other dollars that the CRA has.

8 COMMISSIONER HUBBARD: So is the five million four hundred
9 what we transferred to you? Or is that -- is part of that a
10 loan or something that we are assessing you or giving you? Tell
11 me what that looks like, that 64 percent.

12 INTERIM EXECUTIVE DIRECTOR EVANS: Sure. It's -- each year
13 by state statute the CRA gets the amount of the taxes that
14 they've increased by from the day it was created. So the -- so
15 that portion of those taxes is -- every year goes from the City
16 of Riviera Beach, is transferred to the CRA. And that same --
17 for those same properties the portion that would normally go to
18 the County is also transferred to the CRA.

19 COMMISSIONER HUBBARD: Okay. So you were talking basically
20 about the TIF and the dollars that come to the CRA automatically
21 or any way as opposed to any special transfer loans or whatever,
22 kind of like what we did last year is what I was wondering
23 about.

24 INTERIM EXECUTIVE DIRECTOR EVANS: Yes, that's only the
25 state statute based funds. We would be proposing not to receive

1 any funds.

2 COMMISSIONER HUBBARD: Okay. With the Neighborhood
3 Services program, Riviera Beach being as small as it is, I think
4 that the CDC should serve the entire city. Not necessarily from
5 the standpoint of under the CRA for the CRA. The reason I think
6 the CDC should serve the entire city is because what a CDC can
7 bring to something as small as the City of Rivera Beach.
8 Especially if there are any additional funds outside of what
9 comes to you that you are expecting or intending to get from us,
10 I think the CDC needs to start serving the entire city for
11 housing, first time home ownerships, and things like that. Not
12 just to be under the -- you know, it may work to be just under
13 the auspice of the CRA, and it might not work. But if we're
14 giving one penny to the CDC, the CDC needs to serve the entire
15 city. Because the city is too small. The city is too small for
16 the CDC just to serve the CRA; and especially if they're taking
17 funds out of the city.

18 Now, if somebody has a problem with that, the funds that we
19 would put into the CDC, we need to leave them over here so we
20 can create a first time home ownership or housing services
21 program and all of the such. But still again I don't think
22 that's necessary when you have a nonprofit already established
23 and it needs to care for a small place like the City of Riviera
24 Beach.

25 The other -- okay. Let me see. Where's my other notes for

1 that one?

2 The debt services. Can you tell me -- the monies that we
3 were borrowing, remember the infamous 29 million to the 49
4 million, whatever that number ended up being, that was the BB&T
5 debt?

6 INTERIM EXECUTIVE DIRECTOR EVANS: Yes.

7 COMMISSIONER HUBBARD: So these are just -- which we broke
8 that up into three -- what was the original debt on the 2011
9 13-A and 13-B?

10 INTERIM EXECUTIVE DIRECTOR EVANS: The total amount is
11 about 27 million dollars that was borrowed. And then we did an
12 original loan in 2011, and then we came back and amended that
13 loan in 2013 and we created -- ended up with three separate
14 loans. And that was the 2011 was then modified, it became the
15 modified 2011, the 2013 A and then the 2013 B. So we ended up
16 with three different loan funds from BB&T. And the current
17 outstanding amount is about 27 million I believe.

18 COMMISSIONER HUBBARD: The outstanding amount. But what
19 was the debt, the original debt?

20 INTERIM EXECUTIVE DIRECTOR EVANS: It was 27.

21 MR. KOLLER: The original --

22 INTERIM EXECUTIVE DIRECTOR EVANS: Come up, Conrad.

23 COMMISSIONER HUBBARD: So then the question begs, what's
24 the outstanding if that's the case?

25 MR. KOLLER: I'd have to look at what the outstanding is,

1 but we --

2 CHAIR MILLER-ANDERSON: State your name for the record.

3 MR. KOLLER: Conrad Koller, finance at the CRA.

4 The original was 26, 27 million dollars. We can get you
5 the exact number that was refinanced. The -- there's a schedule
6 to pay down principal that's part of those numbers. And so
7 we've paid the principal, we pay it twice a year. And so we
8 could get you the outstanding balance at this point.

9 COMMISSIONER HUBBARD: Okay. Thank you for that. Thank
10 you.

11 Okay. I spoke to you about that already, the expanding the
12 housing, the CDC and the housing program.

13 Now the Marina Village Phase II RFP. That -- I'm going to
14 back up a little bit and talk about something else in
15 Neighborhood Services. We talked about the businesses and the
16 Business Watch program; and all of those type services that are
17 being provided for the businesses in the, I guess Ocean Mall, in
18 the CRA area, let me put it like that, in the CRA area. Now we
19 just spoke about the monies that we spent in Phase I; and we
20 talk about the debt service that we have left for Phase I to
21 pay. What I don't want to sit up here and think that is going
22 to happen is the same thing that happened in Phase I. We
23 borrowed this massive amount of money that didn't trickle down
24 to the residents or didn't create any wealth at all in the City
25 of Riviera Beach.

1 So what I'm saying is when we start this Marina Village
2 Phase II program -- one of the -- because you always say -- or
3 not you. Don't think I'm talking about you. When we get to the
4 microphone we always claim that, hey, if we had had these
5 policies and procedures and these things in place then we could
6 require this of the developer, of the contractor, of the people
7 that we're doing business with.

8 So before we get there and start doing business and
9 spending money, borrowing money, leveraging money, raping and
10 pillaging the residents of Riviera Beach once again, we should
11 try to put something in place that's going to show that we're
12 going to create wealth for the residents of Riviera Beach.

13 Okay. We got a 27 million dollar debt that, not to speak
14 of, nobody, nobody got any wealthier than they did before we
15 borrowed all this money, but yet we have to pay it back. So I
16 say within -- when we start talking about bullet number two
17 under the Marina Village Phase II -- just so you know where I
18 am -- RFP key steps, when we start talking about the purchasing
19 department, we've got to get some policies and procedures in
20 place that it's going to make it worthwhile for us to continue
21 to invest our money as residents into, into the marina
22 development plan. And I don't see anything in here that anybody
23 is talking about how we can legally create wealth within the
24 City of Riviera Beach. Now we talked -- we're going to talk a
25 lot how we can make other outside people wealthier. But that's

1 something that, you know, that I want us to have in place.

2 Now, the -- after this I'll stop for a little while and let
3 someone else go.

4 But I want to talk about the -- when we talk about the
5 acquisition of properties, we spoke -- I don't know whether
6 there's any agreement in it at all, but we talked about
7 acquiring parcels, parcels that we could do something with that
8 we could get with developers. For example like our 13th Street
9 and Barack Obama Highway, there was a piece there; and then over
10 on Broadway where that J.A.Y.'s Ministries land, that's massive;
11 and we talked about -- there was another piece that we talked
12 about acquiring. So that, you know, if someone came and said,
13 hey, we want to do something but, hey, you're land locked, we
14 can't do anything more; and we wait for everybody, outsiders to
15 push up the price that we would go, you know, go after some of
16 those. And I imagine some of those properties, the one,
17 J.A.Y.'s Ministries, is in your -- in the CR -- what we call the
18 CRA area now. And there was another piece of property, I'm just
19 not sure where that third piece was that we talked about in our
20 retreat.

21 But we do have to get serious about getting some property
22 if we're going to -- if we want some kind of retail or if we
23 want some kind of amenities to come to the City of Riviera
24 Beach, because none of those things are small and they require a
25 lot of parking. Okay.

1 CHAIR MILLER-ANDERSON: You done?

2 COMMISSIONER HUBBARD: For now.

3 CHAIR MILLER-ANDERSON: Okay. Anyone else?

4 You want to go back?

5 COMMISSIONER HUBBARD: Okay. Let me get some feedback from
6 you, Scott, on the properties that are large pieces of property
7 like the J.A.Y.'s Ministries property that's already in our
8 area.

9 INTERIM EXECUTIVE DIRECTOR EVANS: I think there's a number
10 of pieces of property that are vacant in the CRA that we'd like
11 to see redeveloped.

12 COMMISSIONER HUBBARD: I'm sure. But not that --

13 INTERIM EXECUTIVE DIRECTOR EVANS: We don't have a lot of
14 property acquisition funds. I think that we would need to
15 leverage our funds with Palm Beach County. They might go a lot
16 farther if we did concentrate on housing efforts because those
17 properties generally are more inexpensive to purchase compared
18 to commercial properties. The J.A.Y. Ministry property is
19 likely well over a million dollars.

20 COMMISSIONER HUBBARD: I'm certain it is. But you and I
21 are talking about two different things.

22 I guess I'm not really talking about housing so much. And
23 I know we need affordable housing and mid-range housing. I'm
24 talking about things like the fact that we don't have a large
25 sit down restaurant. And we talked about it on the City's side.

1 Something that would, you know, be a -- something that would be
2 a BJ's or Copeland's, a nice sit down style restaurant,
3 something -- and so when you're talking about your large pieces
4 of property for example like the J.A.Y.'s Ministries thrift
5 store location, the reason that it's desirable is because of the
6 number of parking spots you're going to need for a big
7 restaurant, if you will, like that. So you don't want to take
8 that and just put houses there when you don't have anything else
9 to put a big restaurant. Or the same with 13th and Australian,
10 you don't want to, you know, just take that and do housing.

11 Because people don't want to continue to buy houses, to buy
12 houses, they have nowhere to go, nothing to do, nothing to buy,
13 there is nothing to use disposable cash for in the City of
14 Riviera Beach. So I'm talking about nonhousing type of
15 activities, like I -- like eateries and stuff like that.

16 INTERIM EXECUTIVE DIRECTOR EVANS: Part of the vision
17 process that I want to support allows the City Council, CRA
18 board, to identify the kind of future projects that you desire
19 to bring to the city. And one way that you can do that is you
20 can create a list that identifies the exact kind of project
21 you're looking for. Maybe it's a Dave and Busters or it's -- or
22 it's some sort of specific development type that we want to
23 attract to our city.

24 And we can create a grant program, for example, that says
25 if you're going to bring that very specific type of project

1 somewhere within the Broadway corridor say, then we could help
2 provide you a grant to pay for the infrastructure. And that
3 would then entice private developers to -- they would know they
4 have the confidence that the city wants that kind of project and
5 it would entice them to bring it. That would be my suggestion
6 if we -- if we have a very specific need that we want to try and
7 attract.

8 COMMISSIONER HUBBARD: Okay. And that's, that's good.

9 Remember we had the meeting over at the Event Center and we
10 listed those types of projects? I mean those types of
11 initiatives, the types of things that we wanted?

12 INTERIM EXECUTIVE DIRECTOR EVANS: Mmhmm.

13 COMMISSIONER HUBBARD: Did anybody consolidate that, read
14 that, digest that stuff? Because, see, for us to go back --
15 we're going back now again to do what we did, what you're
16 talking about. So for us to have these meetings and then nobody
17 does anything, I bet you a dime to a dollar nobody contacted any
18 of those property owners to see about acquiring nothing that we
19 talked about at that meeting. So to continue to have those
20 particular conversations and staff does nothing with it when we
21 ask, it just makes it so futile for us to continue to just meet
22 and say we're going to have a meeting, we're going to have a
23 retreat, we're going to have a workshop, and nothing comes out
24 of any of them, nothing ever comes out of any of them.

25 So we did, you know, we did make that list; we did, you

1 know, put up things, and we did talk about those. So if we
2 have, you know, serious -- we always hire these real estate
3 appraisers, real estate acquisition people. Those people should
4 already have known what we're looking for, because we've had
5 this meeting and we said these kind of things and, you know,
6 they could find the prices so that we can make a move. We're
7 not really making no serious moves.

8 INTERIM EXECUTIVE DIRECTOR EVANS: And I think that that
9 portion was in the City's portion of the retreat, that
10 discussion. And I think what we need to do is take it to the
11 next step where the board approves a list of specific projects
12 that we would like to try and attract. Or if it's a specific
13 property that you've decided that the City would be best to
14 acquire and try to redevelop ourselves, which could be a
15 targeted approach. But it's difficult for us -- for staff or
16 CRA staff, for that matter, to go out and talk to property
17 owners without some sort of approved program or approved list or
18 board consensus on something.

19 COMMISSIONER HUBBARD: I remember staff told us in the
20 meeting, okay, in the workshop, while we were kind of, you know,
21 in the workshop where there wasn't a lot of people, we didn't
22 want to go out and just vote on it like at a meeting like this,
23 because then people would go back and try to drive the prices
24 up. Then staff was going to quietly inquire about it. Because
25 if we sit up here and we vote on it and people hear government,

1 they thing government has deep pockets, then all of a sudden the
2 price would increase. This is what we were told.

3 INTERIM EXECUTIVE DIRECTOR EVANS: Yes. But the board
4 still needs to collectively approve a process for us to go
5 out -- and we don't have to say which properties we're going
6 after but -- which we could do in a closed session, but it still
7 needs to be a board approved initiative.

8 COMMISSIONER DAVIS: Madam Chair.

9 CHAIR MILLER-ANDERSON: Right.
10 You're finished, Ms. Hubbard?

11 COMMISSIONER HUBBARD: Yes.

12 CHAIR MILLER-ANDERSON: Okay, Mr. Davis.

13 COMMISSIONER DAVIS: As we move forward with that
14 particular process that could come before this board, would be
15 notified to the public, we have to even be careful on how we do
16 that.

17 I would be very supportive of staff putting together a
18 plan, this board having their one-on-ones with staff, and making
19 sure it's consistent what we discussed in the retreat, and staff
20 going out escrowing the program and bringing back some
21 recommendations on a strategic way of identifying some
22 properties without us continuing discussing these issues in a
23 meeting. Because at some point it's going to drive the cost up,
24 and we need to be very careful on how we do it.

25 And I think we've all -- as Commissioner Hubbard stated

1 before, we did sit through a meeting, we all did have a vision,
2 we all supported a vision. But at some point staff, just
3 bringing back a concept, a simple concept that we can support so
4 you can move forward and be creative and flexible so it doesn't
5 give up your position of strength as you try to help the
6 community. So we'll be, you know...

7 CHAIR MILLER-ANDERSON: Anyone else?

8 Thank you, Mr. Evans.

9 Board comments and discussions. I want to start at
10 Ms. Pardo's end and then we can move down.

11 COMMISSIONER PARDO: I have nothing right now.

12 CHAIR MILLER-ANDERSON: Mr. Davis.

13 COMMISSIONER DAVIS: Nothing.

14 CHAIR MILLER-ANDERSON: Ms. Davis Johnson.

15 VICE-CHAIR DAVIS JOHNSON: I need for us to take a look at
16 the August 23rd date to see if there's another date that you can
17 possibly offer, because I would like to be in attendance but I
18 have travel.

19 CHAIR MILLER-ANDERSON: With have the 30th as well. So do
20 you want to -- I mean I don't have my calendar with me to see
21 what date would be fine now. But if you could -- August 23rd
22 and then the 30th. Would we want him to send some dates out and
23 then we just answer back by e-mail what dates would be good for
24 us?

25 INTERIM EXECUTIVE DIRECTOR EVANS: Commissioner Davis

1 Johnson, is that week not good for you?

2 VICE-CHAIR DAVIS JOHNSON: That week is not good.

3 COMMISSIONER PARDO: I think on the City's side, I have on
4 my calendar that the 23rd we were having a City budget meeting
5 too.

6 CHAIR MILLER-ANDERSON: Mr. Evans, or Miss --

7 INTERIM EXECUTIVE DIRECTOR EVANS: We did check, right,
8 with the City?

9 CHAIR MILLER-ANDERSON: Mr. Evans --

10 INTERIM EXECUTIVE DIRECTOR EVANS: Yeah.

11 CHAIR MILLER-ANDERSON: I'm sorry. Mr. Jonathan Evans, can
12 you all check for the 30th? You said the 30th? What day?

13 COMMISSIONER PARDO: The 23rd.

14 CHAIR MILLER-ANDERSON: The 23rd?

15 COMMISSIONER PARDO: It's on there.

16 VICE-CHAIR DAVIS JOHNSON: Yeah, that's going to be a
17 problem for me as well.

18 CHAIR MILLER-ANDERSON: What about that Monday?

19 INTERIM EXECUTIVE DIRECTOR EVANS: We will re-contact the
20 City to find out what the schedule is, and send an e-mail out to
21 all board members so we can make sure that it's on a date that
22 everyone can be there.

23 CHAIR MILLER-ANDERSON: Okay. Thanks.

24 Ms. Davis Johnson.

25 VICE-CHAIR DAVIS JOHNSON: That's it. Thank you.

1 CHAIR MILLER-ANDERSON: Ms. Hubbard.

2 COMMISSIONER HUBBARD: Nothing for me.

3 CHAIR MILLER-ANDERSON: And I don't have any.

4 Do we have a motion to adjourn?

5 VICE-CHAIR DAVIS JOHNSON: So moved.

6 CHAIR MILLER-ANDERSON: And we're going to take about a
7 five-minute recess before we move on to the next meeting.

8 (Proceedings concluded at 7:22 p.m.)

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1 C E R T I F I C A T E

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3 THE STATE OF FLORIDA)

)

4 COUNTY OF PALM BEACH)

5

6 I, Claudia Price Witters, Registered Professional Reporter,
7 certify that I was authorized to and did report the foregoing
8 proceedings at the time and place herein stated, and that the
9 foregoing is a true and correct transcription of my stenotype
10 notes taken during said proceedings.

11

12 IN WITNESS WHEREOF, I have hereunto set my hand this 15th
13 day of July, 2017.

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CLAUDIA PRICE WITTERS
Registered Professional Reporter



**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF
COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 8/9/2017

Agenda Category:

Subject: JULY 12, 2017 REGULAR MEETING MINUTES

Recommendation/Motion: APPROVAL

Originating Dept	OPERATIONS MANAGER & PIO	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
7-12-17_CRA_board_meeting_with_board_signature_page.pdf	7.12.17 REGULAR MEETING MINUTES	7/19/2017	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	8/1/2017 - 11:10 AM
CRA Internal Review	Evans, Scott	Approved	8/1/2017 - 11:12 AM

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Riviera Beach Community Redevelopment Agency Meeting

City of Riviera Beach Council Chambers

2nd Floor, Municipal Complex

600 West Blue Heron Boulevard

Riviera Beach, Florida

Wednesday, July 12, 2017

7:33 p.m. to 8:45 p.m.

APPEARANCES:

Vice-Chair Tonya Davis Johnson

Commissioner Terence Davis

Commissioner Lynne Hubbard

Commissioner Dawn Pardo

Attorney Michael Haygood

Interim Executive Director Scott Evans

Operations Manager & Public Information Officer Darlene Hatcher

1 VICE-CHAIR DAVIS JOHNSON: Good evening. I'd like to call
2 the CRA meeting of July 12th to order.

3 Madam Clerk, roll call.

4 (Upon roll call by CRA Operations Manager and Public Information
5 Officer Hatcher, the following were present: Vice-Chair Tonya
6 Davis Johnson, Commissioner Terence Davis, Commissioner Lynne
7 Hubbard, Commissioner Dawn Pardo. Also present: Interim
8 Executive Director Scott Evans, Attorney Michael Haygood.)

9 VICE-CHAIR DAVIS JOHNSON: Commissioner Davis, would you
10 lead us in a moment of silence?

11 Do we have to re-pledge?

12 COMMISSIONER DAVIS: Yes, we do. It's a new meeting.
13 (Moment of silence, followed by the Pledge of Allegiance.)

14 VICE-CHAIR DAVIS JOHNSON: Mr. Evans, are there any
15 additions, deletions, or substitutions?

16 INTERIM EXECUTIVE DIRECTOR EVANS: No, Madam Chair.

17 VICE-CHAIR DAVIS JOHNSON: Okay. I would like to
18 entertain -- do we have any items to be pulled from the consent
19 agenda?

20 COMMISSIONER DAVIS: None.

21 COMMISSIONER PARDO: Nope.

22 VICE-CHAIR DAVIS JOHNSON: Do you have any?

23 COMMISSIONER HUBBARD: No, ma'am.

24 VICE-CHAIR DAVIS JOHNSON: Okay.

25 THE CLERK: Need a motion.

1 COMMISSIONER DAVIS: So moved.

2 COMMISSIONER PARDO: Second.

3 VICE-CHAIR DAVIS JOHNSON: It's been motioned and properly
4 approved.

5 Madam Clerk.

6 (Vote taken.)

7 THE CLERK: Motion carries.

8 (Motion passed unanimously.)

9 VICE-CHAIR DAVIS JOHNSON: End of consent. We're moving
10 into regular business.

11 It is 7:30.

12 THE CLERK: We do not have a time certain for public
13 comments.

14 VICE-CHAIR DAVIS JOHNSON: Okay. Let's move on to the
15 regular business. Item 3.

16 INTERIM EXECUTIVE DIRECTOR EVANS: Item 3 is a presentation
17 of the CRA's 2015-2016 audit. Our independent auditor, HCT, who
18 are certified public accountants, have completed the CRA's audit
19 for that fiscal year.

20 This evening they will present the audit report and
21 financial statements. And they're here to answer any of your
22 questions.

23 The CRA audit is included as a component unit of the City
24 of Riviera Beach, their audit; and that was previously presented
25 to City Council on May 17th.

1 And the City's Finance Department has worked closely with
2 the CRA staff, with our Interim Finance Director Arnold
3 Broussard, and with HCT to assist them to get all the
4 information they needed for their audit.

5 And with that I'd like to introduce Mr. Rod Harvey,
6 representing HCT.

7 MR. HARVEY: Good afternoon.

8 VICE-CHAIR DAVIS JOHNSON: Good evening.

9 MR. HARVEY: We are here to discuss or to present the --

10 MR. HAYGOOD: Mic.

11 VICE-CHAIR DAVIS JOHNSON: Pull your mic down.

12 MR. HARVEY: Hello. Got me?

13 Good afternoon. We are here to present the auditor's
14 results for the year ending September 30, 2016. So we need to
15 roll back. I want to make a couple of highlight points.

16 The audit was submitted on time. And as we go through
17 we'll talk about numbers and do some things. So we've seen some
18 progress in the CRA. And we're going to present those results
19 to you tonight.

20 Just an overview of what we'll talk about. The audit
21 opinion that was rendered by us. We'll do a financial summary.
22 I always like to do a comparison and then talk about any
23 management letter findings. As you know, we are required to
24 report on prior findings and then also to give or update on any
25 current findings.

1 So based on our audit procedures for the year ending
2 September 30, 2016, we issued an unqualified opinion. Which
3 basically means based on our procedures the financial statements
4 are presented in accordance with GAAP for a display to the end
5 reader or the public.

6 Please note that this year's audit report includes a couple
7 roll up entities that are in the audit report. So it's
8 comprehensive of the CDC and the LLC. CDE. I said that wrong.
9 Excuse me.

10 So balance sheet, looking at the general fund which you can
11 find on page 10 of your packet -- which makes for late great
12 night reading -- total assets, 16.5 million. Total liabilities,
13 12.4. And total fund balance unassigned, 3.9 million.

14 Looking at revenues, expenditures, and changes in fund
15 balance, which is also on page 12. Revenues, 10.8.
16 Expenditures, 15.1. Which gave us for the period under review a
17 decrease in fund balance of 4.3 million.

18 The comparison. Where did we end in '15 as compared to
19 '16. So let's look at fund balance for the period under review,
20 '16, 3.9 million; as to compared to where did we end at '15,
21 1.7. So that's a difference or an increase of 127 percent. And
22 if you're looking for dollars, 2.2 million.

23 Revenue comparison. In the period under review, '16, 10.8
24 million. Compare that to the same period end at '15, 6.4.
25 Which gives a change, a positive change of 4.3 million; or as a

1 percent, 67.5 percent.

2 Expenditures. Which you can see were relatively flat
3 because our expenditures when you look at a year over year
4 increase is 1.7 percent; or a change, a delta of 257,000. So
5 from an expenditure standpoint we were relatively flat.

6 Look at our prior year comment --

7 COMMISSIONER PARDO: Madam Chair. I have a question.

8 VICE-CHAIR DAVIS JOHNSON: Commissioner.

9 COMMISSIONER PARDO: Can you go back to -- that slide. So
10 it shows in 2015, the revenue, 6 -- almost 6.5 million; and then
11 in 2016, 10.8. Okay. So was that part of the capital infusion
12 that the City gave the CRA?

13 INTERIM EXECUTIVE DIRECTOR EVANS: Well, if you look at the
14 expenditures for example, the reason those numbers are so
15 different from the budget that you look at is because it
16 includes all of our capital, right.

17 COMMISSIONER PARDO: So it includes the capital infusion
18 the City gave you?

19 INTERIM EXECUTIVE DIRECTOR EVANS: Yes. And the BB&T loan
20 funds we borrowed.

21 COMMISSIONER PARDO: Right. Okay.

22 Thank you, Madam Chair.

23 MR. HARVEY: No problem. Good question.

24 So we are going to report on the prior year findings.
25 These are 2015 findings that we are reporting on. This one

1 relates to the 2015 year. Looking at the long-term debt between
2 the City, did not tie to the CRA or the confirmation. That
3 based on our review was not implemented in the current year.

4 We have two other comments from the '15 year that we are
5 reporting on. The number two MLC deals with cash being
6 overstated. That was not implemented. And also the 03 MLC,
7 again from '15, relates to the preparation of financial
8 statements and the books on QuickBooks, and that was not
9 implemented.

10 I do want to make a parenthetical note just as the partner.
11 And this was one of our prior year comments relating to the
12 QuickBooks. I believe, I believe -- I'm under the belief that
13 the CRA will be moving to another platform going forward. So
14 we're excited to hear that change. Nothing wrong, nothing
15 against QuickBooks or whoever implemented. But I think going
16 forward it will be in a much better shape -- it being the
17 accounting records of the CRA -- once the transition happens.
18 So although you see this as a comment, 03 from '15, I'm fully
19 thinking in the next year or so that this will go away and
20 everybody will be pleasantly happy that we've moved to another
21 platform instead of QuickBooks.

22 These are our findings in the current year. A lot of them
23 mimic the last year. And I will tell you why. The auditor
24 general requires when you have a repeat finding that you list it
25 as the '15, as it was, and then you also give it again in the

1 current year. So this finding MLC 01 is a direct repeat of the
2 '15 year, which talks about the condition of the loan, the debt
3 for the marina uplands loan. And I will read to you our
4 recommendation. We recommend the CRA post an adjustment to
5 agree the CRA and the City. We also recommend the CRA regularly
6 reconcile the City amounts owed due to on a monthly basis.

7 And then you also have the response from staff. The CRA
8 handling of the intergovernmental transaction identified was not
9 corrected during the '16 year using recommendation based on the
10 last audit. However, the construction projects to which the
11 transactions was associated were completed during the '16 year
12 and a journal entry correcting this transaction is being made.
13 The transaction does not represent an issue going forward.
14 There is no CRA debt obligation to the City. Appropriate
15 journal entries have been made to correct the 2016 financial
16 statement balances.

17 Moving on to --

18 COMMISSIONER PARDO: Madam Chair.

19 VICE-CHAIR DAVIS JOHNSON: Commissioner Pardo.

20 COMMISSIONER PARDO: Okay. So --

21 MR. HARVEY: I'm going to go back.

22 COMMISSIONER PARDO: Yeah. So Mr. Sherman is in the back.

23 So why doesn't the city recognize FIFO?

24 MR. HARVEY: You say FIFO?

25 COMMISSIONER PARDO: Well, the first in, first out.

1 MR. HARVEY: Where are you reading that from?

2 COMMISSIONER PARDO: At the top, the effect. The City
3 recognizes 2.8 -- CRA recognizes 2.8 million in City costs as
4 first in, first out. However, the City did not.

5 MR. HARVEY: Okay. Let me have --

6 COMMISSIONER PARDO: So is that just something that the
7 City just doesn't fall under that? You know, first in, first
8 out.

9 MR. BROUSSARD: Well, I'm going to try to clarify probably
10 the unclarifiable.

11 COMMISSIONER PARDO: I'm just -- I'm curious.

12 MR. BROUSSARD: The CRA was recognizing a debt obligation
13 from the City that did not exist. With the last audit there was
14 a recommendation made to correct that. The CRA did not correct
15 that problem moving forward. So it came up as a repeat finding
16 for this year. So what we did was we went back through and
17 corrected the CRA's books to bring them in line with what the
18 City's records were; in that there's no debt obligation that
19 needed to be dealt with.

20 COMMISSIONER PARDO: Okay. Just curious. Thank you.

21 MR. HARVEY: No problem.

22 Okay. Moving to current year finding number two. Again,
23 this is a repeat finding so it's the same as the '15 year.
24 Again, the condition, cash amounts were overstated on the trial
25 balance. We recommend the CRA adjust cash amounts on the trial

1 balance to amounts reported on their bank reconciliations on a
2 monthly basis.

3 The response from management: After further review of the
4 2015 finding and the associated proposed corrective action to be
5 taken by responsible officials, the agency determined that the
6 account balance, 34,000, was properly stated in the accounting
7 system. The bank reconciliation amount, 30,000, was found to be
8 an error. The transaction creating the overstated difference,
9 4,000, was found to be a reconciling item on the September 30,
10 2015 bank reconciliation that was later deleted in October.
11 There was no need to adjust the agency's books as of '15 per the
12 audit recommendation. The agency's books and bank balances as
13 of September 30, '15 were in agreement, and the bank and book
14 balance for the period ended September 30 are in agreement. It
15 should be noted that the correct amount of the balance, 34,000,
16 was included in the agency's 2015 external audit report.

17 Okay. Moving on to management letter comment three.
18 Again, this is a repeat finding. The condition, the CRA was
19 unable to prepare their financial statements. Our
20 recommendation, we recommend the City use fund accounting rather
21 than three different QuickBooks entities to prepare financial
22 statements.

23 The response from management: The agency acknowledges the
24 deficiencies in the way the accounting system was structured,
25 making the recordation of some accounting transactions

1 cumbersome and the preparation of financial statements
2 problematic. Additionally, the agency realizes the need to have
3 more consistent professional management over its accounting and
4 financial reporting. To this end the agency's management will
5 request board approval to place its accounting function under
6 the City's Finance Department and adopt a new accounting and
7 financial reporting system being implemented by the City
8 effective October 1, 2017. And we highlighted that earlier.

9 Looking at -- this is fourth and really the first, I guess
10 you would call it, new finding for '16. Long outstanding checks
11 have not been properly or appropriately reversed, and unclaimed
12 amounts have not been properly handled in accordance with state
13 escheat laws. Just to paraphrase, if you have a check that's
14 not claimed or not cashed within so much time you're supposed to
15 remit it to the state. We noted that. We recommend the CRA
16 reverse long outstanding checks and report them to the state of
17 Florida in accordance with Florida Statute 717.117. Also we
18 recommend the CRA update the finance and accounting policies and
19 procedures to effectively monitor and handle long outstanding
20 checks and unclaimed amounts.

21 Management's response: Management agrees with this
22 finding. Staff has been directed to develop and implement the
23 appropriate procedure to comply with state statutes and this
24 recommendation; and to include the procedure in the agency's
25 procedure manual the next time changes to the manual are made

1 and approved by the Board of Commissioners.

2 This concludes our presentation. We certainly appreciate
3 you listening, your time, the invitation to come. And if the
4 board chair so allows we will answer any questions.

5 I would also like to lean on Mr. Broussard and Mr. Sherman.
6 I do want to acknowledge City staff did help with the
7 preparation of the audit report for the CRA, plus the efforts of
8 the CRA and staff under the leadership of Mr. Evans.

9 VICE-CHAIR DAVIS JOHNSON: Are there any questions or
10 comments from the board?

11 There being no questions, thank you for your presentation.

12 MR. HARVEY: Thank you for having us.

13 COMMISSIONER PARDO: Thank you.

14 VICE-CHAIR DAVIS JOHNSON: Madam Clerk, item number 4.

15 THE CLERK: Approval of revised Marina Event Center
16 policies and operating procedures.

17 VICE-CHAIR DAVIS JOHNSON: Is there a motion?

18 COMMISSIONER HUBBARD: So moved.

19 COMMISSIONER PARDO: Second.

20 THE CLERK: Who said second? I'm sorry.

21 COMMISSIONER PARDO: I did.

22 THE CLERK: We have one public comment card. Do you want
23 to do the public comment card first or after the presentation?

24 VICE-CHAIR DAVIS JOHNSON: After the presentation.

25 INTERIM EXECUTIVE DIRECTOR EVANS: The agency staff has

1 prepared a minor update to our Event Center policies and
2 procedures. As we continue to try and improve our ongoing
3 operations, our Clean and Safe operations manager, Mr. Neimah
4 Spence, will present this proposed update for your
5 consideration.

6 VICE-CHAIR DAVIS JOHNSON: Good evening again, Mr. Spence.

7 MR. SPENCE: Good afternoon, Madam Chair, board members.

8 My name is Neimah Spence. I'm the operations manager for
9 the Riviera Beach CRA Clean and Safe program.

10 Tonight's presentation is a revised policy and operation
11 procedures for the Riviera Beach Marina Event Center.

12 The Event Center is located at 190 East 13th Street,
13 Riviera Beach, Florida, 33404.

14 As you know, the Event Center has been open for over a
15 year. And the staff has reviewed the Event Center policy and
16 procedures in accordance with experience gained through the
17 course of hosting many events. Staff has determined that some
18 revision to existing policy and procedures was necessary in
19 order to ensure the rental process is efficient, support the
20 clients, and protect the Riviera Beach Event Center.

21 Additionally during the previous board discussion staff was
22 directed to revisit and review the hours of operation, the times
23 that Event Center staff were available to conduct tours, and to
24 strengthen our zero tolerance policy language.

25 In order to enhance our policies and procedures and better

1 meet our priorities and commitment to excellence of the Event
2 Center we're requesting the approval of the following
3 provisions. The Event Center hours of operation. Due to the
4 increased demand for the use of the Event Center, including the
5 increased demand for tours, we request the following approval.
6 Our policies and procedures hours of operation is Wednesday
7 through Friday from 10:00 a.m. to 6:00 p.m. We're proposing to
8 change the dates and times to Monday through Friday from 10:00
9 a.m. to 6:00 p.m.

10 Tours of the Event Center. The previous days and time in
11 our policies and procedures are Wednesday through Friday from
12 10:00 a.m. to 6:00 p.m. We propose days and time change, Monday
13 through Friday from 10:00 a.m. to 6:00 p.m., with priority given
14 to appointments.

15 And to help with this we created an information desk
16 specialist that will help with tours, giving appointments for
17 tours, and also assisting the clients who comes in with their
18 application to ensure if they need documents that it will be put
19 in the application and it would be turned in to our Event Center
20 manager and for staff to give approval.

21 The Event Center zero tolerance policy revision. The zero
22 tolerance policy does not clarify who has the authority to close
23 down events or special events due to any unauthorized use of the
24 facilities; such as illegal alcohol use, smoking in the
25 building, obscene music, violation of noise ordinance, or any

1 other illegal activity that may occur during events.

2 The following are authorized to shut down events for
3 violation of the zero tolerance policy: The CRA executive
4 director, Event Center manager, CRA administration or appointed
5 employee, and the Riviera Beach Police Department.

6 The Event Center manager will go over the zero tolerance
7 policy rules with the clients. The client will initial each
8 section to ensure that they understand the policy. In
9 accordance with the new revised policy, if events are closed
10 because of unauthorized or illegal activities patrons will
11 forfeit all deposits and will not be entitled to refund.

12 The recommendation. Staff recommends approval of this
13 revised policies and procedures for the Riviera Beach Event
14 Center.

15 If anyone has any questions, I'll be able to answer.

16 COMMISSIONER DAVIS: Madam Chair.

17 VICE-CHAIR DAVIS JOHNSON: Commissioner Davis.

18 COMMISSIONER DAVIS: One quick question. You talked about
19 who is authorized to shut down or stop. So you showed four
20 different staff members there, correct? Police, executive
21 director, event manager -- and who was the fourth person?

22 MR. SPENCE: It would be the administrative staff.

23 COMMISSIONER DAVIS: Okay. So is that a decision that one
24 person can make by themselves? Or will they have that
25 discussion with the executive director, explaining what happens

1 and why you're getting ready to do it, so that everyone is kept
2 in the loop? Or at least the executive director is kept in the
3 loop.

4 MR. SPENCE: Yes, what we usually do during that time
5 period, we will give the executive director a call to ensure
6 that he's aware of what is going on; and we would use his
7 direction to implement that if it's needed.

8 INTERIM EXECUTIVE DIRECTOR EVANS: But they would have --
9 the idea is that they have the authority. Because a lot of
10 times this is happening at 12:30 a.m. when telling an event to
11 shut down, that they've gone past the time; so they need to be
12 able to act if they can't reach me.

13 MR. SPENCE: And just to further that, if any of that
14 happens, a detailed report would be made and a copy would be
15 given to Mr. Evans.

16 COMMISSIONER DAVIS: Thank you.

17 So one last thing I wanted to ask. You made comments about
18 increase in traffic. So why are you adjusting the hours from
19 starting Wednesday to now Monday, Tuesday, Wednesday, all the
20 way through the week? So what kind of triggered that? How much
21 more traffic have we been getting? What's been going on?

22 MR. SPENCE: Well, actually we're getting a lot of foot
23 traffic in the Event Center. We have a lot of clients that are
24 interested in wanting to rent our facilities. By expanding our
25 hours, that gives them the opportunity to have more tours to see

1 what we really has to offer.

2 COMMISSIONER DAVIS: So right now, currently, tours only
3 can be conducted Monday through Sunday?

4 MR. SPENCE: Well, we implemented the new program but we
5 want to change it in our policy and procedures. The tours was
6 from Wednesday through Friday, from 10:00 a.m. to 6:00 p.m. But
7 with the expanded hours it will give opportunity for more
8 clients or residents to be able to come and look at our
9 beautiful facility, so we'll be able to rent more.

10 COMMISSIONER DAVIS: Okay. I'm done, Madam Chair.

11 VICE-CHAIR DAVIS JOHNSON: Any other comments from the
12 board?

13 Commissioner Pardo.

14 COMMISSIONER PARDO: Thank you.

15 I have a question on the City of Riviera Beach resident
16 rate. So it says city residents are eligible for a 30 percent
17 discount on rental pricing. So according to this, I'm a city
18 resident, and if my niece in Miami wants to have her wedding
19 there, I can go and pick up the application and fill it out, and
20 as long as I attend the wedding it's okay.

21 COMMISSIONER DAVIS: What page is that?

22 COMMISSIONER PARDO: But she still gets the 30 percent
23 discount.

24 It's on page 4.

25 Explain that.

1 INTERIM EXECUTIVE DIRECTOR EVANS: As long as you're the
2 person renting the Event Center it becomes very difficult for us
3 to try and control what you might be using it for. So, yes,
4 that's correct you could rent the Event Center for your daughter
5 or something.

6 COMMISSIONER PARDO: But really, I'm really not paying for
7 it because it's my niece in Miami who would be paying for it.
8 I'm just filling out the application. And as long as I show up,
9 she's getting a 30 percent discount.

10 COMMISSIONER HUBBARD: How would we do it otherwise?

11 COMMISSIONER PARDO: I have no idea. I don't know who
12 wrote this policy.

13 INTERIM EXECUTIVE DIRECTOR EVANS: It's a very challenging
14 thing for us to try and get involved in that. But we can study
15 it and come back with strengthened rules to deal with it.

16 COMMISSIONER PARDO: The real question is: Are we
17 subsidizing the Event Center right now? Are we subsidizing any
18 of these parties?

19 INTERIM EXECUTIVE DIRECTOR EVANS: Well, that 30 percent
20 discount is a form of subsidy. We're obviously doing that quite
21 a bit. I can include a report on that. I think we've given out
22 \$30,000 in subsidy thus far this year. The 30 percent discount
23 has resulted in that much.

24 COMMISSIONER PARDO: Okay. So then maybe that's a
25 discussion we need to have.

1 You know, if we're subsidizing, so the taxpayers are
2 subsidizing the parties at the marina. And it's not just
3 Riviera Beach residents, because you're also saying that, you
4 know, you're willing to be -- you're willing to give discounts
5 to nonprofits. So is it really fair to the taxpayers, that we
6 subsidize them? I think, you know, I think we really need to
7 take a look at that.

8 INTERIM EXECUTIVE DIRECTOR EVANS: Okay.

9 VICE-CHAIR DAVIS JOHNSON: Commissioner Hubbard.

10 COMMISSIONER HUBBARD: I don't think when you give the --
11 it's like going to Wells or any other recreational facility, the
12 residents pay less than the nonresidents pay.

13 And, again, when we have ad valorem taxes and, you know,
14 we've borrowed 27 million dollars for the project, the residents
15 should pay less than the nonresidents. You know, it's a feature
16 of what you get for your ad valorem taxes. So I don't think
17 we're subsidizing it at all. We're paying it out of the pool of
18 money that the taxpayers have allotted to us to oversee.

19 And the other thing I think we -- it's hard to regulate,
20 you know, integrity in the heart of man. If you say, hey, I
21 want to rent this facility for -- rent this facility, and
22 someone says for what, you say a wedding, it's going to be very
23 hard to say okay you can't rent it for your niece but you could
24 rent it for your daughter. It could be, you know -- and it's
25 hard for us to do that. Some stuff we're not going to, I think

1 just be able to supervise, you know.

2 I think that we can -- you know, if it comes to our face,
3 if it's something we see -- you know, and most things come to
4 light at some point or another. And if it comes to light then I
5 think we could deal with it at that point. But if someone says
6 hey I want to rent the facility, we have to take them at their
7 word most of the time. Unless we come up with -- unless my
8 colleagues come up with another way to figure that one out, I'm
9 just at a loss.

10 COMMISSIONER DAVIS: Madam Chair.

11 VICE-CHAIR DAVIS JOHNSON: Commissioner Davis.

12 COMMISSIONER DAVIS: This is something I discussed the last
13 time. So we've got Riviera Beach residents who get a rate,
14 discounted rate. Then you got the nonprofit gets a discounted
15 rate. And then you got -- you have the nonresidents receiving
16 what?

17 INTERIM EXECUTIVE DIRECTOR EVANS: The regular price.

18 COMMISSIONER DAVIS: Which is non-discounted?

19 INTERIM EXECUTIVE DIRECTOR EVANS: Yes.

20 VICE-CHAIR DAVIS JOHNSON: It's not discounted.

21 COMMISSIONER DAVIS: So here's where we are. So if the
22 nonresident is getting a rate of a resident that would normally
23 get 30 percent off, so how about we adjust the nonresident rate?

24 COMMISSIONER HUBBARD: Say that again.

25 COMMISSIONER DAVIS: The nonresident rate should be

1 adjusted, increased, for those that don't live within Riviera
2 Beach.

3 COMMISSIONER HUBBARD: But I thought that's what it said,
4 that the nonresidents have a rate, and our rate --

5 COMMISSIONER DAVIS: No, their rate is the same as -- so
6 we're just discounting ourselves.

7 COMMISSIONER PARDO: Right. You adjust the rate, their
8 rate, so we're not subsidizing anyone.

9 COMMISSIONER DAVIS: The difference.
10 So let's say the nonresident would pay 25 percent more.

11 COMMISSIONER HUBBARD: Than what?

12 COMMISSIONER DAVIS: Than a Riviera Beach resident.

13 You should not be -- be careful how I say that. So this is
14 Riviera Beach, correct? So we have residents that live in this
15 city that live off the reputation, as a part of their reputation
16 live a certain lifestyle, and they're going to pay five hundred
17 bucks, right, and they stay here.

18 And then you have someone that comes from another location,
19 drives to the city, we don't know how they feel about the city,
20 but they love the fact that this city is a waterfront city and
21 they get such a very cheap rate. Because if you look at the
22 rates that people pay when they come here -- let's talk about
23 Palm Beach Shores. It's like almost \$3,000 to go try and use
24 their facility if you're a nonresident. Try it. I tried it.
25 Believe me.

1 COMMISSIONER HUBBARD: Let me ask --

2 VICE-CHAIR DAVIS JOHNSON: Hold on.

3 COMMISSIONER DAVIS: They got the best view in Palm Beach
4 County.

5 COMMISSIONER PARDO: It's true. And it's very strict.

6 COMMISSIONER DAVIS: And people are paying that price.

7 VICE-CHAIR DAVIS JOHNSON: One moment, Ms. Pardo.

8 COMMISSIONER DAVIS: And so what I'm saying is I have no
9 problem supporting our residents, giving them just a flat rate,
10 affordable rate. We don't have to necessarily call it
11 discounted 30 percent. Let's find a rate, then stick to a hard
12 rate that works for our residents. But for nonresidents that
13 rate does not need to be the same. We need to find some form of
14 a scale, whether it's just based upon what everybody else is
15 doing around the area or what they're doing -- Miss Darlene,
16 Miss Hatcher, can you grab the microphone? You want to help me
17 out?

18 THE CLERK: We did a market study last year, towards the
19 beginning of last year, and these were like the going rates.
20 And then we did the resident discount.

21 COMMISSIONER DAVIS: So who conducted a market study?

22 INTERIM EXECUTIVE DIRECTOR EVANS: We just looked at other
23 facilities that were similar. But I believe the last time that
24 we discussed this, we brought a rate increase to the board to
25 consider and it was turned down. But we can reassess that

1 potential rate increase and perhaps adjust the resident rate to
2 a flat, a flat rate so it's not affected. And we could bring
3 that back at a future meeting for your consideration.

4 COMMISSIONER DAVIS: You know, this is something that we've
5 been -- I support, you know, staff and what you all are doing.
6 But this is something that we need to bring stability on because
7 we're losing so much money every day, you know.

8 I mean I just -- let's start with Palm Beach Shores and
9 look at the price they're charging. Okay? I mean I'm not
10 saying we charge the same thing. Because they're right on the
11 ocean. I can understand that. But you got to fix the
12 situation. We're losing -- if you look -- I forgot what the
13 percentage what we're going to lose on the next five years for
14 the marina. We're losing money every day, there's no way around
15 it. But our residents deserve to get a nice rate. Which
16 they're getting. But the nonresident should pay a nonresident
17 fee.

18 VICE-CHAIR DAVIS JOHNSON: Market rate.

19 COMMISSIONER DAVIS: Yeah, a market rate fee. You know,
20 whatever that is.

21 So I'll leave my comments to that. That's it.

22 VICE-CHAIR DAVIS JOHNSON: Commissioner Hubbard.

23 COMMISSIONER HUBBARD: Okay. So we have a rate for the
24 residents. We have a rate for nonresidents. And a rate for the
25 nonprofits, regardless whether they're residents or not.

1 INTERIM EXECUTIVE DIRECTOR EVANS: Yes.

2 COMMISSIONER HUBBARD: Okay. Now the flat rate for the
3 residents is what, Mr. Evans?

4 INTERIM EXECUTIVE DIRECTOR EVANS: So for the
5 nonresidents -- we have a schedule. Of course every room has a
6 different price and different time of the year.

7 COMMISSIONER HUBBARD: Let's get -- let's just -- we're
8 going to use one, the first one, which is 250 for the Riviera
9 Room, Newcomb Hall, and the Gulfstream. So that's our base
10 price and we work from there. So that's what -- that's the --
11 the 250 is for the nonresidents, is that correct?

12 INTERIM EXECUTIVE DIRECTOR EVANS: Yes. That's per hour,
13 right?

14 COMMISSIONER HUBBARD: That would be for the nonresidents.
15 So 30 percent less than that -- this is -- where it says --

16 COMMISSIONER DAVIS: Up top?

17 COMMISSIONER HUBBARD: Page 5.

18 COMMISSIONER DAVIS: Okay. I see it. I see it.

19 COMMISSIONER HUBBARD: That's under the damage --

20 VICE-CHAIR DAVIS JOHNSON: Under deposits.

21 INTERIM EXECUTIVE DIRECTOR EVANS: Okay.

22 VICE-CHAIR DAVIS JOHNSON: Those are not the fees.

23 COMMISSIONER PARDO: I didn't see a fee schedule in here.

24 VICE-CHAIR DAVIS JOHNSON: There wasn't a fee schedule
25 attached.

1 INTERIM EXECUTIVE DIRECTOR EVANS: You could use a typical,
2 a typical rate to rent a room for several hours might cost \$800,
3 say.

4 COMMISSIONER HUBBARD: Let's look at -- let's look at
5 the --

6 COMMISSIONER PARDO: For who?

7 COMMISSIONER HUBBARD: I saw the application in here. It
8 was in this book a minute ago. In the -- say for example the
9 rate -- if the rate is \$500, what you're saying is that they're
10 not -- the residents pay 30 percent less than \$500. So there is
11 a difference. The rate that we see here, \$500 for -- to rent
12 the Newcomb Hall room or the terrace, that is the, that's the
13 nonresident fee. We're -- as residents we get 30 percent less
14 than that. So there is a difference in the rate.

15 And the nonprofit, regardless of whether they -- if they're
16 in the county, they get the, they get a discount as well.

17 So I'm trying to understand what do we mean when we say we
18 need to increase the nonresident rate? So you're just saying we
19 need -- what you're saying is we need to increase the rate to
20 the room, period. Because say if you move it up to \$600, and 30
21 percent of that, that's also increasing the rate for the
22 resident. You see what I'm saying?

23 COMMISSIONER DAVIS: No, that's not what I'm saying.

24 Madam Chair.

25 VICE-CHAIR DAVIS JOHNSON: Commissioner Davis.

1 COMMISSIONER DAVIS: This is how I think about it. I think
2 about the old Newcomb Hall, that building we had. That was 500
3 bucks, right, at the old Newcomb Hall. Let's talk about that.
4 Let's talk about the old Newcomb Hall, and the state that it was
5 in. So now we have this new building that the taxpayers -- we
6 all worked together and invested over 30 million dollars in that
7 particular location. Okay? So we need to treat it as such.
8 While we still take care of our residents, we must understand
9 that we must do what we got to do to make the money.

10 So if I am a nonresident, and I'm a resident, I should be
11 paying market rate. If I'm a nonprofit, that's from anywhere in
12 the county -- and you need to be specific saying that this
13 nonprofit is hosting an event. Not just because I have a
14 nonprofit application and I submit it and I'm doing something
15 else with it. So like the Sickle Cell Foundation, they came,
16 they did an event, so it was very obvious they were actually
17 hosting a nonprofit event. So I can support that being very
18 specific towards what the nonprofit is doing. But some folks
19 can come and bring a nonprofit status but still have a birthday
20 party for a relative. But they submit an application. I
21 mean -- we got to find a way to protect the whole process.

22 But just charge a flat rate. I mean right now the thing is
23 like one twenty-five an hour? What is it, the Event Center, per
24 hour?

25 INTERIM EXECUTIVE DIRECTOR EVANS: It's different for every

1 room of course.

2 COMMISSIONER DAVIS: Okay. The large room. I forgot.

3 Because you break it off into two parts, right?

4 THE CLERK: \$356 an hour.

5 COMMISSIONER DAVIS: That's for the nonresident?

6 THE CLERK: That's just the per hour. Then you times it by
7 the total amount of hours, and then that would be the --

8 COMMISSIONER DAVIS: That's the large room. Okay.

9 THE CLERK: Right. And then that would be the amount, and
10 then you give the 30 percent for the residents.

11 COMMISSIONER DAVIS: And so if we gave 30 percent for a
12 nonresident per hour, they would pay -- per hour, that would be
13 another --

14 THE CLERK: No, it's not 30 percent per hour. It's 30
15 percent off the total.

16 COMMISSIONER DAVIS: So let's say -- say we did four hours
17 because you got a clean up, set up. So four hours, you're
18 talking about 1200 bucks. 30 percent of that is about three
19 sixty, so you're at about nine and change.

20 THE CLERK: If they're Riviera Beach.

21 Then you also have to factor in if they're selling alcohol.

22 COMMISSIONER DAVIS: That's another fee.

23 THE CLERK: There's PD. Right.

24 COMMISSIONER DAVIS: Right. Okay.

25 INTERIM EXECUTIVE DIRECTOR EVANS: But we could look at

1 what the residents pay now based on our regular price minus the
2 30 percent, and we could set that as the new --

3 COMMISSIONER DAVIS: As a resident rate.

4 INTERIM EXECUTIVE DIRECTOR EVANS: -- flat rate.

5 COMMISSIONER DAVIS: Yes.

6 INTERIM EXECUTIVE DIRECTOR EVANS: And then when we adjust
7 the regular rate up it won't affect the resident rate.

8 COMMISSIONER DAVIS: Right.

9 COMMISSIONER PARDO: Madam Chair.

10 VICE-CHAIR DAVIS JOHNSON: Commissioner Hubbard, were you
11 done?

12 COMMISSIONER HUBBARD: Because I think if the conversation
13 is we want to raise the rates at the Event Center, then that's
14 the conversation. But if we are saying that we want the
15 nonresidents to pay more than they pay, that's the only way that
16 you're going to actually make that happen.

17 I mean if you're leaving the rates as it is -- say for
18 example you're talking about leaving the rates as they are, and
19 you want the -- you wanted to keep your residents with the 30
20 percent less, how do you propose to have the flat rate or the
21 nonresidents pay more if you're talking about changes?

22 One, I don't think we're losing any money at the Event
23 Center. The Event Center is being rented hand over fist, all
24 the time, every time.

25 COMMISSIONER DAVIS: We're losing money.

1 COMMISSIONER PARDO: He just said they're losing money.

2 COMMISSIONER DAVIS: No, we're losing millions.

3 When this -- Madam Chair.

4 VICE-CHAIR DAVIS JOHNSON: Let her complete her comments.

5 COMMISSIONER HUBBARD: I'm -- let them finish.

6 VICE-CHAIR DAVIS JOHNSON: Commissioner Pardo.

7 COMMISSIONER PARDO: Thank you.

8 So, again, I have no problem with the residents getting
9 their 30 percent discount. But to at least make it even, I
10 would raise the nonresidents 30 percent. 30 percent isn't
11 really a lot of money. And then at least they're subsidizing,
12 the people outside of the city are subsidizing, instead of the
13 taxpayers subsidizing.

14 And it, you know, it is popular and -- you know, at the
15 next meeting, Mr. Evans, I'd like to see, maybe do a
16 presentation and show us what the revenues have been, the
17 expenditures, you know, show us what the bottom line is over at
18 the Event Center.

19 But I really think we should -- if we're going to allow the
20 residents to have a discount, we need to charge the outside
21 people a little more.

22 COMMISSIONER DAVIS: Absolutely.

23 COMMISSIONER PARDO: And I think we're still the cheapest
24 game in town.

25 COMMISSIONER DAVIS: Yep.

1 COMMISSIONER PARDO: And that's why we're so popular.

2 VICE-CHAIR DAVIS JOHNSON: Well, my concern simply is this.
3 Whatever the increase is going to be, then the fee that's
4 currently established at three fifty-six per hour for that room
5 would remain for residents.

6 COMMISSIONER DAVIS: Correct.

7 COMMISSIONER PARDO: For residents.

8 VICE-CHAIR DAVIS JOHNSON: So there is no increase, that 30
9 percent remains the same.

10 I don't want to see us price ourselves out and folks start
11 going to other venues because they have determined that we have
12 over -- we're either overpriced, overcharging, or they don't see
13 the value for the dollar that is being asked.

14 So let's take a look at it. But we cannot -- if our intent
15 is to provide a reduction in cost for our residents then the fee
16 that is currently established should remain. Therefore allowing
17 us to -- once we get to that bottom line dollar figure with all
18 of our extras and our add-ons and our security deposit, then
19 that would be less 30 percent.

20 We have a comment card. Let's discontinue comments for now
21 from the board. Let's hear the comment, public comment.

22 THE CLERK: Bonnie Larson.

23 MS. LARSON: Bonnie Larson.

24 My first question is, who wrote the policies and procedures
25 since it was presented by the Clean and Safe Department? I read

1 it online and it was revised November 2015. We're now in 2017.
2 So I'm wondering -- because I saw this thing never came back
3 to -- it was presented once and then it didn't come -- I didn't
4 see it come back. So I don't know if this is the same one we
5 had in the beginning or what. But I have a lot of questions and
6 I'm only going to do just a few of them tonight because it's not
7 my job to review the whole thing. But I want to give you a few
8 important things that I noticed.

9 I noticed that you can reserve the rooms down there 18
10 months in advance. But you only have to pay 14 days in advance
11 for the Event Center and 30 days for the Bicentennial Park. So
12 it's a long time for us to have that reserved and not open to
13 other potential customers.

14 Also there should be no discount on the TULIP insurance and
15 cleaning the facility. And here on page 5 it said failure to
16 pay within seven days, your event will be canceled. Well, seven
17 days doesn't give you enough time to book somebody else. So why
18 wouldn't they just hold on to it until seven days. That's too
19 short a time.

20 Parking. It said that you can park on the 22nd Street --
21 if you made arrangements with the City you can park on that
22 City -- the CRA owned property there where the old city hall
23 used to be. It's a vacant parcel. So it said you could park
24 there. Well, you'll need a parking attendant there. And also
25 it's going to tear up what little grass -- there's not much

1 grass there but it would tear that up. Or you could park on
2 private property. So that might be an issue, with people
3 parking in front of your house.

4 Then it mentioned, at say a wedding, you could have
5 bubbles, confetti, this, glitter, whatever, but it doesn't
6 mention -- you can have those -- excuse me. You cannot have
7 those in the building. And then there was no mention -- you
8 could have bubbles on the beach but there was no mention of that
9 confetti and glitter. So that needs to be mentioned also, not
10 on the beach with the confetti and glitter either.

11 You must have security. But it should say provided by the
12 Riviera Beach Police Department. That was my understanding in
13 the beginning, that it would have to be Riviera Beach police.
14 Off duty -- Oh. Time is running here. My goodness, I didn't
15 see that. Okay. Off duty are paid \$45. There shouldn't be a
16 discount on that. Who pays the police anyway? Is it the, the
17 applicant or us? But no discount on that.

18 It said for 75 people only one officer is involved. For
19 250 people, only two officers. That's not enough. We have to
20 remember Sweet Sixteen. One officer cannot handle 75 people.
21 Two officers cannot handle 250 people.

22 It mentioned live DJ inside or outside and upstairs on the
23 patio. Then it says later on, it said that the doors have to be
24 closed if there's music. But it doesn't mention the patio
25 upstairs.

1 And it also said that you're renting the one room only.

2 Well, that doesn't include the patio. So if you're up there
3 with the music, how are you going to close the doors? You
4 can't. And the reason -- well, I have a lot more.

5 But I -- I have just one more comment. I encountered
6 something at 12:15, I called the police, could not sleep for the
7 loud blaring music. I called the police, I said I think it's
8 like two blocks from here; they said no, no, no, that's at the
9 marina, that's at the Marina Event Center. Well I'm pretty far
10 from the Marina Event Center. And what it was was a high school
11 from West Palm Beach, they had a DJ, and it was 12:15, they were
12 still playing that music. And that would have been outdoors.
13 So we can't have that loud music on the rooftop. We have to
14 follow Riviera Beach noise ordinances. Why should we -- as far
15 away as I am from the Marina, why should we not be able to sleep
16 because of that noise.

17 VICE-CHAIR DAVIS JOHNSON: Thank you, Ms. Larson.

18 MS. LARSON: Also, it was West Palm Beach prom; and one
19 person said they were from Riviera Beach, that made the
20 application. So there you go, you could always find one person
21 who is from Riviera Beach if you want that discount.

22 Thank you.

23 VICE-CHAIR DAVIS JOHNSON: Back to the board. Are there
24 any additional comments? No additional comments?

25 It's been motioned.

1 THE CLERK: I have a motion. Just to clarify: The motion
2 was approve or revise Marina Event Center policies and operating
3 procedures. The motion was by Commissioner Hubbard and it was
4 second by Commissioner Pardo.

5 COMMISSIONER PARDO: Hold on a second. Madam Chair. And
6 then I asked Mr. Evans to bring back the numbers at the next
7 meeting so we can see, you know, if we're making money, if we're
8 losing money and, you know, the whole cost of the operation.

9 VICE-CHAIR DAVIS JOHNSON: Are you adding that to your
10 motion?

11 COMMISSIONER DAVIS: Postpone.

12 COMMISSIONER PARDO: Yeah, you know what, I'd like to make
13 a motion to postpone this to the next CRA meeting.

14 COMMISSIONER DAVIS: Second.

15 COMMISSIONER HUBBARD: Madam Chair. This particular I
16 guess item didn't include the changing of the fees. It was
17 about the policies. And there were only two things that they
18 were asking us to vote on, two particular things. But not the
19 fees.

20 But we can address the fees at another time. But that's
21 not what they were asking us to do this evening. The two things
22 they wanted to hear from us were -- if Miss Young Lady could
23 read it, please. Thank you.

24 THE CLERK: It was putting in the policies and procedures,
25 the hours to Monday to Friday for the tours; and then the second

1 one was --

2 VICE-CHAIR DAVIS JOHNSON: Zero tolerance.

3 THE CLERK: -- zero tolerance policy.

4 MR. SPENCE: Just the wording on the zero tolerance.

5 COMMISSIONER DAVIS: Oh. Okay. So -- okay.

6 COMMISSIONER HUBBARD: It was just those two things that
7 fell under that.

8 COMMISSIONER DAVIS: So we want to vote on that. Okay.
9 Okay.

10 COMMISSIONER PARDO: Madam Chair.

11 VICE-CHAIR DAVIS JOHNSON: Commissioner Pardo.

12 COMMISSIONER PARDO: Okay. But then if we vote on those,
13 everything else moves forward. And what I'm saying, before we
14 move forward with everything else in the policy that you're not
15 asking us to change, I'm saying I would like to see the numbers
16 and perhaps we need to change some of the numbers that we have
17 in the policy.

18 VICE-CHAIR DAVIS JOHNSON: Well, we reserve the right to
19 review and revise the resolution.

20 And for the record this was approved, this was approved
21 November 9, 2016, for the record. We reserve the right to come
22 back and review the cost and the reduction in fees and how we
23 want to see that.

24 I think that it's important for us to go ahead and allow
25 them to make the two revisions, because it's dealing with hours

1 of operation and the zero policy; because we continue to have
2 events and so we want to be able to at least have that in place
3 should an instance arise where that needs to happen.

4 So I would like for us to return to the original motion to
5 approve the revised policies and operating procedures.

6 COMMISSIONER PARDO: Madam Chair. Okay. So I'm willing to
7 pull the motion, my second motion, with the understanding that
8 staff will bring this back at the next meeting, along with a
9 resolution to vote it either up or down.

10 VICE-CHAIR DAVIS JOHNSON: Well, you were the second.
11 Maker of the motion, are you amenable to that?

12 COMMISSIONER PARDO: No, I -- that was my -- the second
13 motion, that was to table it.

14 COMMISSIONER DAVIS: Second motion. Now we're back to the
15 original motion now.

16 COMMISSIONER PARDO: Right.

17 VICE-CHAIR DAVIS JOHNSON: We're back to the original
18 motion.

19 COMMISSIONER PARDO: Right. So I'm saying I will table it
20 if, you know, everyone agrees that we will put that --

21 COMMISSIONER HUBBARD: Of course. I'm sure staff -- give
22 staff a directive, they'll bring us back some numbers and let us
23 see what we're looking like with that.

24 But as the maker of the first motion, I move that we pass
25 the authorization for the extension of the hours and the list

1 that will give the persons authority to oversee the event.

2 VICE-CHAIR DAVIS JOHNSON: Does your second still stand,
3 Ms. Pardo?

4 COMMISSIONER PARDO: Yes, ma'am.

5 VICE-CHAIR DAVIS JOHNSON: It's been motioned and properly
6 second.

7 Madam Clerk.

8 THE CLERK: Commissioner Pardo.

9 COMMISSIONER PARDO: Yeah.

10 THE CLERK: Commissioner Davis.

11 COMMISSIONER DAVIS: Is this a double motion?

12 THE CLERK: No. Commissioner Pardo rescinded her second
13 one.

14 COMMISSIONER DAVIS: Second. I mean yes.

15 THE CLERK: Commissioner Hubbard.

16 COMMISSIONER HUBBARD: Yes.

17 THE CLERK: Vice-Chair Davis Johnson.

18 VICE-CHAIR DAVIS JOHNSON: Yes.

19 THE CLERK: Motion carries.

20 VICE-CHAIR DAVIS JOHNSON: Item 5.

21 THE CLERK: A resolution of the Board of Commissioners of
22 the Riviera Beach Community Redevelopment Agency approving the
23 expansion of temporary parking lots to be constructed in
24 accordance with the attached Exhibit A, including agency owned
25 property located on the corner of East 14th Street and Avenue C

1 and along the north side of old 13th Street between Broadway and
2 Avenue C; providing for other purposes and an effective date.

3 VICE-CHAIR DAVIS JOHNSON: Is there a motion?

4 COMMISSIONER HUBBARD: So moved.

5 COMMISSIONER PARDO: Second.

6 VICE-CHAIR DAVIS JOHNSON: Mr. Evans.

7 INTERIM EXECUTIVE DIRECTOR EVANS: The CRA is requesting --
8 this is an expansion so that we can construct additional
9 temporary parking at the Marina Village as we know that we have
10 a continued need for additional parking. We currently own
11 property in the area located on 14th Street and Avenue C and
12 adjacent to old 13th Street, the north side. So we would use
13 this property to construct additional temporary parking in
14 addition to the Spanish Courts lot that we're proposing.

15 The Viking owned property which is sometimes used for
16 overflow parking, it's been used by the public without charge as
17 overflow parking for several years, many years, and they've
18 recently been notified by their insurance carrier, which they
19 notified us of, that this is a liability that they're concerned
20 about.

21 Additionally the area that's used for overflow parking is
22 not properly laid out to ensure safe vehicular access,
23 circulation and parking. So the creation of a properly laid out
24 temporary parking lot is preferable.

25 The CRA has adequate land available. And I'll just show it

1 here. This is 13th Street and Broadway and Avenue C. So all of
2 the parking -- so the existing overflow parking that has been
3 used unofficially is this area right here. And we would create
4 these lots using stone and marking the parking areas with
5 parking stalls, the concrete parking stalls, so that you can see
6 exactly where the cars -- and we would lay it out in accordance
7 with the City's regulations for spacing and size of aisles and
8 parking space size, just to help ensure that the parking is done
9 in a safe manner.

10 This is the Spanish Courts site, which is labeled here A.
11 We've determined that we can fit 150 spaces, and we've already
12 started that process to concert that lot. And we would just
13 like to add some additional overflow parking space in B and C.

14 Additionally, while we were looking at it, at the site,
15 there is an option that we could provide even more temporary
16 parking. The property ownership in Marina Village is primarily
17 the City of Riviera Beach, the CRA, and Viking. And this
18 diagram shows the property that's owned by the CRA is shown in
19 red. And the property that's shown by Viking is shown in green.
20 So that's our current configuration. So if we put in a
21 temporary parking, you can see what we have, the red properties,
22 which we can put in our temporary parking. If we -- there is a
23 proposed property swap that we could consider. It was approved
24 by the board in 2014. It would create improved development
25 parcels for both Viking and the CRA. And if we were to approve

1 the property swap then we would have -- you can see the
2 configuration, we could actually provide even more temporary
3 parking closer to the marina.

4 What I'm asking for the board to do tonight is to approve
5 the parking lots on the land we own so that we can go ahead and
6 start to install those; and to request your consideration, if
7 you would like me to bring back at a future meeting a discussion
8 to again look at the property swap that was originally approved,
9 that might make a better temporary parking overflow arrangement
10 for the City.

11 It also has advantages that it improves the land holdings
12 of the CRA, because as you can see it's much more concentrated.
13 So I just wanted to add that to see if the board's direction, if
14 you would like to consider this at a future date. I know that
15 Viking is willing to consider that trade again, and it was
16 approved by the board originally.

17 VICE-CHAIR DAVIS JOHNSON: Does that conclude your
18 presentation?

19 INTERIM EXECUTIVE DIRECTOR EVANS: Yes.

20 VICE-CHAIR DAVIS JOHNSON: Are there any comments from the
21 board?

22 COMMISSIONER DAVIS: Madam Chair.

23 VICE-CHAIR DAVIS JOHNSON: Commissioner Davis.

24 COMMISSIONER DAVIS: Mr. Evans, do you mind going back to
25 that slide.

1 Okay. So what are the properties currently? Is the Viking
2 property shown in green and the CRA property shown in red? So
3 we don't own the parcels where the green is none -- nowhere now?

4 INTERIM EXECUTIVE DIRECTOR EVANS: No, those parcels are
5 owned by Viking.

6 And the swap would be these two red parcels. And these red
7 parcels are equal in value and size to this parcel,
8 approximately. So that's -- the swap would be these three red
9 for this larger green space.

10 COMMISSIONER DAVIS: I have nothing else for this.

11 VICE-CHAIR DAVIS JOHNSON: Any additional comments from the
12 board before we take public comment?

13 COMMISSIONER HUBBARD: Well, I would like for him to bring
14 it back at another time and for us to discuss the possibility of
15 a land swap. He just wants to know if we want him to prepare
16 something to bring back for discussion.

17 VICE-CHAIR DAVIS JOHNSON: That was for the land swap. But
18 for this particular item, do we want him to move forward with
19 temporary parking on the property that we own?

20 COMMISSIONER DAVIS: Yeah, yeah, we need it.

21 COMMISSIONER HUBBARD: Yes, I, I don't have a problem with
22 him moving forward with that.

23 In addition I was saying -- as he asked -- nor do I have a
24 problem with him bringing back the potential land swap piece at
25 another meeting.

1 VICE-CHAIR DAVIS JOHNSON: Okay. Madam Clerk.

2 THE CLERK: Bonnie Larson.

3 MS. LARSON: Mr. Scott Evans -- I think we're going to have
4 to start designating which Mr. Evans we're talking to because
5 people will be confused on TV. So, Mr. Scott Evans, could you
6 please show us on the map the property that the CRA is currently
7 using which Viking says we can no longer use? Where is that on
8 the map?

9 INTERIM EXECUTIVE DIRECTOR EVANS: Residents and visitors
10 utilize sometimes the overflow parking lot which is in this area
11 right here across from Avenue C. And that's owned by Viking.
12 But it's not an official parking lot.

13 MS. LARSON: No, it's just -- yeah, I've seen it. So that
14 is owned by Viking and that's the property they say we can no
15 longer use?

16 INTERIM EXECUTIVE DIRECTOR EVANS: Yes.

17 MS. LARSON: So now you're talking about making those
18 parking spaces available. Are you talking about just putting
19 down gravel? Are you talking about concrete? What are you
20 talking about as far as just...

21 INTERIM EXECUTIVE DIRECTOR EVANS: I'll respond after all
22 your...

23 MS. LARSON: Okay. And the other thing about the land
24 swap, I have some comments about that but you're going to bring
25 it back so I'll talk about that then.

1 No discussion regarding Yachtsman as far as land swap,
2 right? That's my question.

3 Okay. Thank you.

4 VICE-CHAIR DAVIS JOHNSON: Thank you, Ms. Larson.

5 Any additional comments from the board?

6 The question, the concern that I have, Mr. Evans, when we
7 talk about creating this temporary parking lot, how are we going
8 to monitor -- because I can tell you what I have seen is
9 individuals who are taking the cruise and not wanting to pay the
10 parking at the port, parking in our area and dragging their
11 luggage down the road and through the breezeway. So how are we
12 going to address that?

13 INTERIM EXECUTIVE DIRECTOR EVANS: We have been discussing
14 that problem. And one of the things we're proposing to do is,
15 there's no reason for anyone to have overnight parking. So what
16 we can do is if there's a car there past midnight then we can
17 post that of course you can't be there and we could tow the
18 cars. So it will be clearly signed that there's no parking
19 after those hours; and then if someone has done that we will
20 know because they'll have left their car there overnight.

21 And also we've had the discussion with the marina
22 operators, and we're working towards -- because a lot of,
23 obviously, the people who are parking at the marina who own wet
24 slips or they're going out, they have parking passes. So we're
25 looking to get them passes so that their vehicle wherever they

1 choose to park it can clearly be marked.

2 VICE-CHAIR DAVIS JOHNSON: Okay. We just need to stand
3 firm in that decision to tow. Because it does happen.

4 Okay. There being no further comments, Madam Clerk.
5 (Vote taken.)

6 THE CLERK: Motion carries.
7 (Motion passed unanimously.)

8 VICE-CHAIR DAVIS JOHNSON: Do you have public comment
9 cards?

10 THE CLERK: I do. There's two. Bonnie Larson, and then
11 Margaret Shepherd.

12 MS. SHEPHERD: Mine is consent.

13 MR. HAYGOOD: Consent?

14 MS. SHEPHERD: I'm sorry, public comment.

15 VICE-CHAIR DAVIS JOHNSON: We are at public comment.

16 MS. SHEPHERD: Oh, I'm sorry.

17 MS. LARSON: This is public comment regarding anything,
18 right?

19 VICE-CHAIR DAVIS JOHNSON: Yes, ma'am.

20 THE CLERK: Yes.

21 MS. LARSON: I have some questions from the workshop.
22 Several of you asked questions and I -- I'll just go through
23 them and I'll name you if you're one of them. They said that
24 basic maintenance is done at the Event Center. I had asked
25 Mr. Tony Brown a long time ago to please fix the door closures

1 because when we had a workshop down there recently those door
2 closures do not work; every time somebody came in and came
3 out -- they're either not hooked up or they're not hooked up
4 properly. Bang. And it was terrible hard to hear in there
5 anyway; but every time someone came or went, we had that door.
6 And I talked to him about that a long time ago.

7 I saw that the Cash America was pressure washing their
8 building a couple weeks ago now, and it really needed it. And I
9 thought it was the CRA but apparently it wasn't because they
10 didn't do the Dairy Bell. The Dairy Bell's got like several
11 layers of dirt on it. And you said that they power wash the
12 sidewalks and stuff, so give that a spray too, that would be
13 good.

14 You talked about removing the seawall from the promenade.
15 What do you mean by that? Because now the land is so much
16 higher than the water. So could you please explain that,
17 removing the seawall, what does that mean? And how would we get
18 from say the Rafiki Tiki down to where the boats are if that
19 wall is missing? You don't want any mishaps there.

20 The floor on the east side of the upstairs building is out
21 for bid. Is there some kind of other floor we could get other
22 than -- when I talked about it before they said it was going to
23 be the same one as is on the west side. And it's just those big
24 tiles. They looked to me like they were on risers. And the
25 purpose of that was, one of the architects told me, he said that

1 the rain water would go in between those cracks. But then you
2 got the water sitting right on the roof. So I'm not sure that's
3 the best flooring to have there. Plus the tiles were not close
4 enough together. If you're up there with your high heels, there
5 are places where it's uneven, that the spacing is uneven, you
6 could very easily get your heel caught in there. So I'm
7 wondering if that's -- if we can get some other type of flooring
8 for that side.

9 Could you tell us please where the -- you said the
10 utilities were buried, half the lines were buried on Broadway.
11 And I don't see any, but if you could explain to us where they
12 were. I know that Mr. Tony Brown, he paid to have it designed
13 north of Broadway and south of Broadway, the layout. But I
14 don't see the buried lines. So if you could tell us where that
15 is.

16 Avenue E. It's not like that's going to be a long way off
17 because what has to happen first is the City would have to make
18 that one of their capital projects and then the CRA would do a
19 plan study. So it sounds like that's a long way off. Is that
20 true?

21 Bath -- oh. Ms. Pardo, you said that the bathrooms are
22 closed at the Ocean Mall at 7:00 p.m. They close them. But who
23 does the opening? Because they just said they just close them,
24 they don't do the opening.

25 CRA, Ms. Pardo, you also asked how many employees. It was

1 said 21 full-time and 2 part-time. How many of those are actual
2 CRA and how many of those are ambassadors; what is the actual
3 number?

4 I have twenty more questions.

5 Thank you.

6 VICE-CHAIR DAVIS JOHNSON: Thank you, Ms. Larson.

7 MS. SHEPHERD: Margaret Shepherd, Riviera Beach.

8 To the Honorable Scott Evans -- and that was great to say
9 Scott Evans -- and to Ms. Jenkins and staff at the CRA. We're
10 pleased to announce we'll be going back to the garden. I'm
11 trying to get the day. I forgot my calendar out in the car.
12 But we are indeed intrigued that the CRA stepped up their game
13 and made it very possible for the senior citizens to go back
14 over. And I guess we will harass Dennis. It's the 25th of
15 July. We'll harass Dennis because we did fleece that garden.
16 And we're going to enjoy our day, our afternoon. And that's
17 what the garden is all about. So I thank you for making us
18 top-notch on that particular day.

19 Also you're talking about the Event Center and, you know,
20 we had the prom there for the senior citizens, and it was an
21 awesome night, an awesome night. That Event Center is a money
22 maker. It just showcased what our city is all about. And I
23 appreciate that, Scott, for coming there and being a part of it.
24 Ms. Jenkins and Ms. Hatcher. It just made our day.

25 I am devastated -- and I'll come back. I'll come back. I

1 was kind of devastated on Wednesday, I wasn't here, they were
2 talking about the city manager's contract. And I did reach out
3 to you, Ms. Hubbard. They had a meeting, and it was 178 of us
4 sitting there; we call ourselves the Black Tea Party. And we
5 are the ones that help initiate who we have in mind or who we're
6 going to put the plug in to run for a seat. So I was
7 devastated. We felt a little worthless that we didn't get your
8 attention. We felt worthless and devastated. Reverend Davis,
9 who I think that you all have to pull in here -- I know this is
10 not the CRA but I think you have to get Reverend Davis, make
11 sure he understands about the moratorium. He's devastated that
12 he has put his time in -- I know I am.

13 So with that note, you know, I think it's kind of ignorant
14 and arrogant that when the seniors, who put in and ask you for a
15 day, and you ignore us -- I made it very plan at that meeting,
16 we shall and we will ignore you on your day.

17 But with that, Mr. Evans, I thank you for stepping up your
18 game to make us feel worthwhile. And I think that when
19 Ms. Jenkins was there and every -- it was awesome.

20 And I think you need to make our day awesome here in the
21 City of Riviera Beach. But I will come back because I'm very
22 angry that the citizens, the senior citizens do not have a day
23 over at the public library.

24 So I will be coming back. We will be lining up. And I
25 will make it plain, Mr. Davis, we're coming for a fight.

1 Thank you.

2 VICE-CHAIR DAVIS JOHNSON: Thank you, Ms. Shepherd.

3 Mr. Evans, would you like to respond to any of the
4 questions? Or do you have a response?

5 INTERIM EXECUTIVE DIRECTOR EVANS: Yes, I can.

6 We'll look at causing the doors not to slam shut at the
7 Event Center. Originally we didn't have a mechanism to hold
8 them open. So I do know that we addressed that. But we
9 definitely don't need doors slamming over there, so we'll look
10 at that.

11 We -- of course -- if I said seawall, what I meant was just
12 the upper wall that's at the very top of the highest level of
13 the marina. And what we'd like to do is remove portions of the
14 wall, leave the decorative columns that are there, and replace
15 that with either some -- an aluminum railing that you could see
16 through, or some sort of maybe even like a fiber type, aluminum
17 fiber, that would prevent someone from falling over but that
18 would allow us to get our better views and take advantage of the
19 great views that are of the waterfront at that location.

20 We have buried Comcast and FiberLight and Level 3, which
21 they're all high fiber internet providers. And then the last
22 two that are remaining is AT&T and finally FPL.

23 And I think those are all the answers that I have.

24 VICE-CHAIR DAVIS JOHNSON: Okay. Report of general
25 counsel.

1 MR. HAYGOOD: I don't have anything this evening.

2 VICE-CHAIR DAVIS JOHNSON: Discussion by the board.

3 Starting with Commissioner Hubbard.

4 COMMISSIONER HUBBARD: No. No.

5 VICE-CHAIR DAVIS JOHNSON: No comments?

6 COMMISSIONER HUBBARD: No, ma'am.

7 VICE-CHAIR DAVIS JOHNSON: Okay. Commissioner Davis.

8 COMMISSIONER DAVIS: No, ma'am. Nothing at all.

9 VICE-CHAIR DAVIS JOHNSON: Ms. Pardo.

10 COMMISSIONER PARDO: Nothing, ma'am.

11 COMMISSIONER DAVIS: The event tomorrow at the Event
12 Center.

13 VICE-CHAIR DAVIS JOHNSON: Commissioner Hubbard.

14 COMMISSIONER HUBBARD: Tomorrow at the Event Center the
15 expansion of the Silver Beach Road project in conjunction with
16 Palm Beach County will be held at 6:30 at the Riviera Beach
17 Event Center. Commissioner Mike Bernard is coming with the Palm
18 Beach County engineering staff. So everybody that's going to be
19 affected by it, we definitely want you to come. And everybody
20 in Riviera Beach that's interested in the improvements that are
21 going to take place on Silver Beach Road, we encourage you to
22 come.

23 Riviera Beach has wanted this for a very long time, the
24 improvements to Silver Beach Road, and now we're going to get
25 that. And I want to encourage all the residents to come out and

1 ask your questions firsthand, especially those that are going to
2 be affected by the changes on Silver Beach Road. 6:30 tomorrow
3 at the Event Center.

4 VICE-CHAIR DAVIS JOHNSON: I want to -- on this past
5 Saturday the Citywide Deaconesses and Stewards held a tea in the
6 community garden. And the weather did hold up. And it was a
7 very nicely attended event. And it's good to see the garden
8 being used as a selected venue for various events by
9 organizations here in the city. So I certainly want to
10 congratulate the Citywide Deaconesses and Stewards for the
11 wonderful event they executed this past Saturday. Our city
12 manager was in attendance, and Councilwoman Pardo had
13 representation, and it was just great to be there.

14 It was an invitation from the -- it wasn't our event. The
15 Citywide Deaconesses and Stewards sent out that invitation. So
16 we'll make sure that all of our commissioners receive notice.
17 And what we can do is we can share those invitations as they
18 come in with Mr. Evans, Mr. Scott Evans, and you can send them
19 out to the board in its entirety.

20 With that being said, I'll entertain a motion to adjourn.

21 COMMISSIONER DAVIS: So moved.

22 (Proceedings concluded at 8:45 p.m.)
23
24
25

1 C E R T I F I C A T E

2

3 THE STATE OF FLORIDA)

)

4 COUNTY OF PALM BEACH)

5

6 I, Claudia Price Witters, Registered Professional Reporter,
7 certify that I was authorized to and did report the foregoing
8 proceedings at the time and place herein stated, and that the
9 foregoing is a true and correct transcription of my stenotype
10 notes taken during said proceedings.

11

12 IN WITNESS WHEREOF, I have hereunto set my hand this 15th
13 day of July, 2017.

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CLAUDIA PRICE WITTERS
Registered Professional Reporter



ADJOURNMENT

The CRA Regular Meeting was adjourned at 8:45 P.M. The minutes were approved
by the Board of Commissioners on _____.

KaShamba Miller-Anderson, Chairperson

Interim Executive Director Scott Evans

/cw
Florida Court Reporting

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF
COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 8/9/2017

Agenda Category:

Subject: Monthly Vendor Invoices

Recommendation/Motion: APPROVE

Originating Dept	FINANCE DEPARTMENT	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
--_FORM_--_08-9-17_MTG_Invoices.pdf	COVER SHEET-- FORM -- 08-9-17 MTG Invoices	8/2/2017	Cover Memo
FL_COURT_REPORTING_#172714_\$606.pdf	FL COURT REPORTING #172714 \$606	8/2/2017	Backup Material
FL_FISHING_ACADEMY_#0717_\$2_500.pdf	FL FISHING ACADEMY #0717 \$2,500	8/2/2017	Backup Material
J_MICHAEL_HAYGOOD__PA_#NC-99__NC-100_\$8_056.pdf	J MICHAEL HAYGOOD, PA #NC- 99, NC-100 \$8,056	8/2/2017	Backup Material
HCT_072017-3_\$850.pdf	HCT 072017-3 \$850	8/2/2017	Backup Material
LANGTON_ASSOCIATES_#022_\$5_000.pdf	LANGTON ASSOCIATES #022 \$5,000	8/2/2017	Backup Material
CONSTANT_COMPUTING_#101232_\$4_067.5.pdf	CONSTANT COMPUTING #101232 \$4,067.5	8/2/2017	Backup Material
THE_PALM_BEACH_CONSULTING_GROUP_#2017-07-002_\$7_950.pdf	THE PALM BEACH CONSULTING GROUP #2017-07-002 \$7,950	8/2/2017	Backup Material
TORCIVIA__DONLON__et_al.__#15054_\$1_675.pdf	TORCIVIA, DONLON, et al. #15054 \$1,675	8/2/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	8/3/2017 - 11:20 AM

CRA Internal Review

Evans, Scott

Approved

8/3/2017 - 3:02 PM

Riviera Beach Community Redevelopment Agency
APPROVAL OF CONSULTANT/VENDOR INVOICES
TO BE CONSIDERED AT THE AUGUST 9, 2017 BOARD MEETING

8/2/2017

ITEM	VENDOR NAME	EXPIRES	RES #, DATE; PAID ON CONTRACT	REMAINING ON CONTRACT AFTER THIS PAYMENT	INVOICE #	INVOICE AMOUNT
	Approved Contract Maximum					
1	Florida Court Reporting	10/29/2017	Res 2015-33; 9-9-15		172714	\$606.00
	\$15,000	per Cal Yr	\$5,424.00	\$9,576.00		
2	Florida Fishing Academy	11/11/2017	Res 2016-19; 10-26-16		717	\$2,500.00
	\$30,000	per yr.	\$22,500.00	\$7,500.00		
3	J. Michael Haygood	N/A	N/A	N/A	NC-99	\$2,173.00
	N/A	N/A	N/A	N/A	NC-100	\$5,883.00
					SUBTOTAL	\$8,056.00
4	HCT Certified Public Accountants	FYE 2018	RES 2015-18 (4-22-15) 1st Modification)		072017-3	\$850.00
	\$16,250		\$16,250	0		
	\$16,500 for FYE 2017 and \$17,000 for FYE 2018		0	\$33,500.00		
5	Langton Associates	8/31/2017	RES 2015-29; 8-26-15		22	\$5,000.00
	\$60,000	per yr.	\$55,000.00	\$5,000.00		
6	Constant Computing	9/30/2017	Res 2016-10 (6-8-16)		107232	\$4,067.50
	\$60,000		\$35,343.75	\$24,656.25		
7	The Palm Beach Consulting Group, LLC	12/31/2017	Res 2017-05 (2-22-17)		2017-07-002	\$7,950.00
	\$60,000		\$35,850	\$24,150.00		
8	Torcivia, Donlon, Goddeau & Ansay	N/A	N/A	N/A	15054	\$1,675.00

TOTAL OF ALL INVOICES:

\$30,704.50

Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Florida Court Reporting

Control No.: Res. No 2015-33 Invoice No.: 172714

Invoice Date: 7.16.17 Payment Amount: \$ 606.00

Project Supervisor/Responsible Official: Darlene Hatcher

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<u>DH</u>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<u>DH</u>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<u>DH</u>
<input type="checkbox"/> If final payment, have all deliverables been received ?	<u>N/A</u>
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	<u>DH</u>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>N/A</u>
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<u>N/A</u>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<u>E</u>

The invoice and supporting documentation have been reviewed and it is approved for payment.


Approving Authority

Date: 8-2-17

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2015-33</u> or the Consent Agenda, at its meeting on <u>9-9-15</u> . (If applicable)

entered 7-21-17

INVOICE

Florida Court Reporting
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach FL 33409
Phone:561-689-0999 Fax:

Scott Evans, Executive Director
Riviera Beach Community Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach FL 33404

Invoice No.	Invoice Date	Job No.
172714	7/16/2017	124163
Job Date	Case No.	
7/12/2017		
Case Name		
Riviera Beach Community Redevelopment Agency		
Payment Terms		
Due upon receipt		

Original transcript of:

7-12-17 CRA Budget Workshop

49.00 Pages @ 6.00 294.00

Original transcript of:

7-12-17 CRA Regular Meeting

52.00 Pages @ 6.00 312.00

TOTAL DUE >>> \$606.00

We appreciate your business!

Past due balance in excess of 30 days shall bear interest at the maximum rate allowable by law. Client agrees to pay all costs of collection, including attorney's fees.

(-) Payments/Credits: 0.00

(+) Finance Charges/Debits: 0.00

(=) New Balance: **606.00**

Tax ID: 65-0466508

Phone: 561-844-3408 Fax:561-881-8043

Please detach bottom portion and return with payment.

Scott Evans, Executive Director
Riviera Beach Community Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach FL 33404

Job No. : 124163 BU ID : WPB
Case No. :
Case Name : Riviera Beach Community Redevelopment Agency
Invoice No. : 172714 Invoice Date : 7/16/2017
Total Due : **\$606.00**

Remit To: **Florida Court Reporting**
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach FL 33409

PAYMENT WITH CREDIT CARD



Cardholder's Name:

Card Number:

Exp. Date:

Phone#:

Billing Address:

Zip:

Card Security Code:

Amount to Charge:

Cardholder's Signature:

Email:

Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Florida Fishing Academy
Control No.: 2016-19 Invoice No.: 0717
Invoice Date: 7-24-17 Payment Amount: \$ 2500⁰⁰
Project Supervisor/Responsible Official: Annetta Jenkins

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<i>A</i>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<i>A</i>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<i>A</i>
<input type="checkbox"/> If final payment, have all deliverables been received ?	
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	<i>A</i>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<i>A</i>
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>A</i>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>S</i>

The invoice and supporting documentation have been reviewed and it is approved for payment.



Approving Authority

Date: 8-2-17

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2016-19</u> or the Consent Agenda, at its meeting on <u>10-26-16</u> . (If applicable)

*entered
8-1-17*



INVOICE

Florida Fishing Academy
7067 Peninsula Court
Lake Worth, Fla. 33467
Phone (561) 740-7227

INVOICE # 0717
Date: July 24, 2017

TO:
Riviera Beach Community Redevelopment Agency
2001 Broadway #300
Riviera Beach, FL 33404
Ph. 561-844-3408, Fax 561-881-8043
Att: Annetta Jenkins

FOR:
Re: June 24 to July 21

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered Note: Refer to Monthly Report	Re: June 24 to July 21	\$2,500
		\$2,500

Class Overview: Please see attached report, Highlights section.

Make all checks payable to
Florida Fishing Academy
Thank you for your business!



**ATTN: Annetta Jenkins
Riviera Beach CRA
2001 Broadway STE 300
Riviera Beach FL, 33404**

Re: ~~May 31, 2017 to~~ June 24 to July 21

	Annual Target	Current Month	November 2016 To Date
Community Events	2	0	2
Riviera Residents-Single Sessions	550	151	922
Riviera Residents-Camp	140	96	144
Non-Residents-Single Sessions	0	438	982
Non-Residents-Camp	0	0	0
Classes	55	15	61
Weeks of Camp	7	4	7
Volunteer Hours	0	102	230

Highlights

Monday 6/26

Students from Greenacres enjoyed learning how to kayak and snorkel. They paddled to Peanut Island and observed marine life at the lagoon.

Tuesday 6/27

Students from Boys and Girls Club practiced their kayaking and paddling skills paddling to Peanut Island. They observed marine life while snorkeling for the day. Students loved seeing and identifying various fish.

Wednesday 6/28

Due to a fuel leak, students met at Phil Foster Park instead of Bicentennial Park. Both Acts of Kindness and Boys and Girls Club enjoyed snorkeling the man-made trail. Many saw various types of fish and sunken structures.

Thursday 6/29

Students from Boys and Girls Club practiced their swimming skills at Bicentennial Park. Using snorkel gear, they observed various baitfish being hunted by larger prey. They had a great time witnessing nature in action.

Friday 6/30

Students from Boys and Girls Club practiced their swimming skills. They used snorkeling gear to observe various fish at the marina beach. In the afternoon group, First SDA

Church group enjoyed practicing their swimming skills and jumping off the dock at the marina beach.

Wednesday 7/5

Acts of Kindness practiced using snorkeling equipment and observing fish in the water. They attempted kayaking while feeling the effects of a fast current.

Thursday 7/6

Because Max Fisher cancelled, Marjorie Fisher Boys and Girls Club was called in to learn how to snorkel. They also took turns paddling a kayak with an instructor who provided lessons. In the afternoon, Atkins TLC enjoyed practicing their swimming skills. Many used snorkel gear to observe various fish and crabs.

Friday 7/7

Because Max Fisher cancelled, Pahokee and Belle Glade Youth Empowerment Center joined us at the marina for the day enjoying kayaking and snorkeling activities. Students learned about lifejacket safety. They used snorkel gear, observed many fish and collected sea shells. They even went for kayak rides and learned how to paddle.

Monday 7/10

Parks and Rec Tate Center joined us in the morning. The kids practiced their swimming and snorkeling skills. They enjoyed jumping off the dock and swimming back to the beach.

Tuesday 7/11

Max Fisher was contacted on Monday and Tuesday morning to confirm their attendance. They never showed up. Our instructors went to the site to conduct a training session but that did not work either.

Wednesday 7/12

Acts of Kindness cancelled in the morning due to a scheduling conflict. Max Fisher Boys and Girls Club confirmed for the afternoon but later cancelled.

Thursday 7/13

Atkins TLC enjoyed spending the day with us at Phil Foster Park. They practiced their snorkeling skills by observing various fish along the snorkel trails.

Friday 7/14

Our morning group of Max Fisher Boys and Girls Club canceled their morning session. First SDA Church joined us for the afternoon at the marina beach. Students enjoyed snorkeling, swimming and jumping off the dock. We collected sea shells and identified fish.

Monday 7/17

Parks and Rec Tate Center joined us for the whole day. They enjoyed practicing their swimming and snorkeling skills. Students also practiced their kayaking skills.

Tuesday 7/18

Max Fisher did not show-up last week so we scheduled Crosspointe Elementary to join us for the day at the marina. They rotated in 3 groups through various activities including

snorkeling, swimming and kayaking. Many also jumped off the dock and played at the splash zone.

Wednesday 7/19

Acts of Kindness canceled on the morning of their scheduled group time. This was confirmed 3 times the week prior. They had a scheduling conflict with another field trip.

Thursday 7/20

Marjorie Fisher Boys and Girls Club joined us for the day at the marina. They focused on their swimming and snorkeling skills including learning the importance of floating. Many students jumped off the dock.

Friday 7/21

First SDA Church joined us at Phil Foster Park for the day. They reviewed life jacket safety and how to properly use one. Students used snorkel gear to observe fish and marine life on the various snorkeling trails. Many discovered new animals and collected various shells.

Challenges

Max Fisher did not attend two weeks of classes this month. They cancelled the week of July 4th and never showed for their sessions the week of July 10th. It should be noted that Romney Baldwin, the Director of the Boys and Girls Club, was on vacation for those two weeks. With her absence, the site could not function without her. As a result, we scheduled other groups to attend. We also had an oil spill at the port that closed our beaches. We had to cancel or move our classes to Phil Foster Park.

Volunteer News

Nothing new to report.

Community Partners

Max Fisher Boys and Girls Club, Parks and Recreation Tate Center, Atkins Tender Loving Care, For Acts of Kindness and First SDA Church

Compliance

Nothing new

Innovation and News








We won a \$163,000 grant from the Community Foundation to create a Mobile Marine Lab.



Thank you,
 Captain Richard Brochu
 Executive Director
 Florida Fishing Academy, Inc.
 7067 Peninsula Court
 Lake Worth, FL 33467
 561-740-7227

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J. Michael Haygood, PA
 Control No.: IVA Invoice No.: NC-99 + NC-100
 Invoice Date: 7-28-17 Payment Amount: \$ 8,056⁰⁰
 Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	
<input type="checkbox"/> If final payment, have all deliverables been received ?	<u>N/A</u>
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

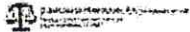
The invoice and supporting documentation have been reviewed and it is approved for payment.


 Approving Authority

Date: 8-2-17

☐ Payment approved by the Board of Commissioners by Motion No. N/A or the Consent Agenda, at its meeting on IVA. (If applicable)

*entered
8-1-17*



J. Michael Haygood, PA
 701 Northpoint Parkway
 Suite 209
 West Palm Beach, Florida 33401
 561-684-8311

Statement

Invoice No: NC-99

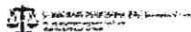
Date: 7/28/17

Bill to: Riviera Beach Community Redevelopment Agency
 Scott Evans
 2001 Broadway
 Suite 300
 Riviera Beach, FL 33404

Marina Development (Misc)

Hourly Fees

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
7/17/17	Document Review	J. Michael Haygood	1.8 hrs	\$265.00/Hr	\$477.00
	Review of Exchange Agreements.				
7/17/17	Telephone Conference	J. Michael Haygood	0.5 hrs	\$265.00/Hr	\$132.50
	Telephone conference with William Mueller.				
7/18/17	Document Preparation	J. Michael Haygood	1.8 hrs	\$265.00/Hr	\$477.00
	Initial preparation of Exchange Agreement.				
7/20/17	Document Preparation	J. Michael Haygood	3.8 hrs	\$265.00/Hr	\$1,007.00
	Finalized Exchange Agreement.				
7/21/17	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/Hr	\$79.50
	Telephone conference with William Mueller.				
Hourly Fees Total			8.2 hrs		\$2,173.00



J. Michael Haygood, PA
 701 Northpoint Parkway
 Suite 209
 West Palm Beach, Florida 33401
 561-684-8311

Statement

Invoice No: NC-100

Date: 7/28/17

Bill to: Riviera Beach Community Redevelopment Agency
 Scott Evans
 2001 Broadway
 Suite 300
 Riviera Beach, FL 33404

General Administration

Hourly Fees

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
7/7/17	Meeting	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	Meeting with Scott Evans.				
7/10/17	Document Review	J. Michael Haygood	1.7 hrs	\$265.00/HR	\$450.50
	Review of PR proposed PSA.				
7/12/17	Document Preparation	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
	Review and modification to proposed public relations PSA.				
7/12/17	Meeting	J. Michael Haygood	2.9 hrs	\$265.00/HR	\$768.50
	Attendance at CRA meeting.				
7/13/17	Meeting	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	Meeting with Scott Evans.				
7/14/17	Document Preparation	J. Michael Haygood	2.6 hrs	\$265.00/HR	\$689.00

Finalized PSA for Mosiac, RFW Media and Endeavors.

7/17/17	Review Document	J. Michael Haygood	1.6 hrs	\$265.00/HR	\$424.00
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Review and comments to proposed agreement with Chen Moore.

7/18/17	Telephone Conference	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
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Telephone conference with Scott Evans.

7/18/17	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
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Finalized Public Relations Agreements.

7/19/17	Document Preparation	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
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Preparation of First Modification to Langton Agreement and resolution approving.

7/27/17	Document Review	J. Michael Haygood	2.4 hrs	\$265.00/HR	\$636.00
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Initial review of Interlocal Agreements re: Marina Financing.

7/28/17	Document Review	J. Michael Haygood	2.8 hrs	\$265.00/HR	\$742.00
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Review of Interlocals and preparation of document terminating.

7/31/17	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
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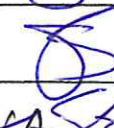
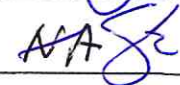


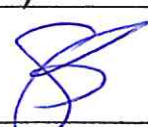

Telephone conference with Scott Evans.

7/31/17	Document Preparation	J. Michael Haygood	1.6 hrs	\$265.00/HR	\$424.00
---------	----------------------	--------------------	---------	-------------	----------

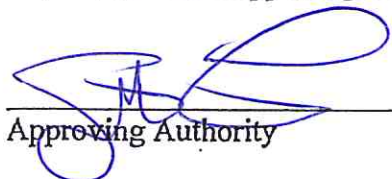
*Finalized Interlocal terminating Interlocal***Hourly Fees Total****22.2
hrs****\$5,883.00****Balance: \$5,883.00**

Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: HCT
Control No.: 2015-18 Invoice No.: 072017-3
Invoice Date: 7-11-17 Payment Amount: \$ 850⁰⁰
Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	
<input checked="" type="checkbox"/> If final payment, have all deliverables been received ?	
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.



Approving Authority

Date: 8-2-17

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2015-18</u> or the Consent Agenda, at its meeting on <u>4-22-15</u> . (If applicable)
--

entered 8-1-17



Invoice # 072017 - 3

RECEIVED

JUL 17 2017

RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

July 11, 2017

To: Riviera Beach Community Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach, FL 33404

Payment for professional auditing services rendered to Riviera Beach CRA

July 2017

Roderick Harvey, CPA , CVA

- Administrative 4.0 hours
 - o Preplanning
 - o Workpaper Review
 - o Audit Supervision

DeAnna Stinson, MBA

- Audit Administration 2.0 hours

Thomas Williams – Senior Auditor

- Preplanning 1.5 hours
- Fieldwork
 - o Liabilities
 - o Equity
 - o Internal Controls

Charles Dougall – Senior Auditor

- Preplanning 12.00 hours
- Fieldwork
 - o Cash
 - o Fixed Assets
 - o General Audit

Ivan Perez CPA – Senior Auditor

- Administrative Tasks 15.00 hours

BALANCE DUE

\$ 850.00

Please remit Payment to:
HCT Certified Public Accountants & Consultants, LLC
3816 Hollywood Boulevard
Suite 203

Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Langston Association
Control No.: 2015-29 Invoice No.: 0ZZ
Invoice Date: 7/25/17 Payment Amount: \$ 5,000.00
Project Supervisor/Responsible Official: Annelita Jenkins

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<u>AS</u>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	<u>AS</u>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	<u>AS</u>
<input type="checkbox"/> If final payment, have all deliverables been received ?	
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	<u>AS</u>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>AS</u>
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<u>AS</u>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<u>AS</u>

The invoice and supporting documentation have been reviewed and it is approved for payment.

[Signature]
Approving Authority

Date: 8-2-17

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2015-29</u> or the Consent Agenda, at its meeting on <u>8-26-15</u> . (If applicable)
--

entered 8/17



LANGTON
ASSOCIATES

grant writing, grant
administration and
intergovernmental
relations

July 25, 2017

Invoice #: 022

Riviera Beach CRA
Scott Evans, Interim Executive Director
2001 Broadway, Suite 300
Riviera Beach, Florida 33404

RE: Continuing Services Agreement (RFQ 469-14)

Professional fee for grant consulting services rendered to Riviera Beach CRA for
July 2017.

Amount due: \$5,000.00

Please remit upon receipt to:

Langton Associates, Inc. (FID #: 59-2247694)
4830 Atlantic Boulevard
Jacksonville, Florida 32207

Thank you

Heather Pullen
Office Manager

RECEIVED

JUL 28 2017

RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Riviera Beach CRA Grant Writing Report

Month: July 2017	
Grants Awarded	<ul style="list-style-type: none"> No grants awarded during this period
Grant Opportunity Research	<ul style="list-style-type: none"> Impact the Palm Beaches, Community Foundation of Palm Beach and Martin Counties – Water Tank Mural and Phases 2 & 3 2017 Mayor’s Challenge, Bloomberg Philanthropies – Gun Violence/Teen Violence Quantum in the Community, Quantum Foundation – CDC Operating Funds Our Town, National Endowment for the Arts – Public Art Trail from Marina Village to Residential Neighborhoods Florida Job Growth, Enterprise Florida & Florida Department of Economic Opportunity – Exploring Possible Projects Comerica Grant, Comerica Bank – Exploring Possible Projects Pre Needs Assessment General Research Related to City
Technical Assistance	<ul style="list-style-type: none"> Prepared and provided 2016-17 Annual Report document and 2017-18 Strategic Plan document (including potential opportunities for the City of Riviera Beach) for August 9 Commission Meeting
Communication with Staff	<ul style="list-style-type: none"> Phone and e-mail communication related to various upcoming grant opportunities as well as reporting document preparation Communicated with City Manager’s office regarding 2017 Mayor’s Challenge opportunity
Grants in Progress	<ul style="list-style-type: none"> Impact the Palm Beaches, Community Foundation of Palm Beach and Martin Counties – Letter of Intent due August 4 2017 Mayor’s Challenge, Bloomberg Philanthropies – RSVP due August 18 Quantum in the Community, Quantum Foundation – Due August 18
Grants submitted	<ul style="list-style-type: none"> Wells Fargo Foundation – Riviera Beach Marina Village Water Tank & Wall Mural – \$5,000

Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Constant Computing
Control No.: Res. No. 2016-10 Invoice No.: 107232
Invoice Date: 7/31/17 Payment Amount: \$ 4,067.50
Project Supervisor/Responsible Official: Dartene Hatcher

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	DH
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	DH
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	DH
<input type="checkbox"/> If final payment, have all deliverables been received ?	N/A
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	DH
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	N/A
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	N/A
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	S

The invoice and supporting documentation have been reviewed and it is approved for payment.



Approving Authority

Date: 8-2-17

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2016-10</u> or the Consent Agenda, at its meeting on <u>6-8-16</u> . (If applicable)

entered
8-1-17

Constant Computing
1007 N Federal Hwy #2
Fort Lauderdale, FL 33304
(954)683-9711
invoices@constantcomputing.com
www.constantcomputing.com

INVOICE

BILL TO

Riviera Beach Community
Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach, FL 33404



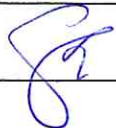




INVOICE # 101232
DATE 07/31/2017
DUE DATE 08/15/2017
TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/31/2017	Business Rate Monitoring & Patch Management - Advanced network monitoring & inventory, patch management of physical and virtual servers, patch management of workstations - 3 sites, 11 Servers, 22 Workstations	1	1,480.00	1,480.00
07/31/2017	Business Rate User Support – Troubleshoot/resolve user issues, troubleshoot/resolve application issues, install software, manage printers, instruct on usage, troubleshoot/resolve PC/hardware issues, troubleshoot/resolve PC backup issues, consultation on user requests, manage user workstations.	1.25	115.00	143.75
07/31/2017	Business Rate Servers & Network – Troubleshoot/resolve server issues, troubleshoot/resolve server application issues, troubleshoot/resolve backup issues, configure services, manage server & network appliances, maintenance, evaluate & resolve errors/performance/health issues, configure server applications & network appliances.	5.75	115.00	661.25
07/31/2017	Business Rate Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.	1.50	115.00	172.50


DATE	ACTIVITY	QTY	RATE	AMOUNT
07/31/2017	Business Rate Projects & Setup -- Work on projects, setup applications & hardware, install workstations, change/add servers/network appliances, migrations, manage data, modify backup/disaster recovery solutions.	14	115.00	1,610.00
			BALANCE DUE	\$4,067.50

Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: The Palm Beach Consulting Group
Control No.: 2017-05 Invoice No.: 2017-07-002
Invoice Date: 8-1-17 Payment Amount: \$ 7950⁰⁰
Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	
<input type="checkbox"/> If final payment, have all deliverables been received ?	
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.



Approving Authority

Date: 8-2-17

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>2017-05</u> or the Consent Agenda, at its meeting on <u>2-22-17</u> . (If applicable)
--

entered 8-7-17
2



The Palm Beach Consulting Group, LLC

***6406 Blue Bay Circle
Lake Worth, FL 33467***

Invoice

Bill To:

Riviera Beach CRA
2001 Broadway, Suite 300
Riviera Beach, FL 33404

Date

8/1/2017

Invoice #

2017-07-002

Description	Amount
Professional Consulting Services - Riviera Beach CRA "Interim Finance Manager" services provided to the Riviera Beach Community Redevelopment Agency per the First Amendment to the Professional Service Agreement dated February 17, 2017. Invoice for the period July 1 - 31, 2017. Report of activities for the period July 1 - 31, 2017 attached.	7,950.00
	Total \$7,950.00

(561) 315-5243

ABroussard@PalmBeachConsulting.com

The Palm Beach Consulting Group, LLC
Interim Finance Manager
Activities During the Period July 1 - 31, 2017

1. Work status meetings with staff.
2. Planning for transition to the City's accounting system at September 30, 2017.
3. Prepared loan amortization and fiscal-year based payment schedules for all CRA debt issues including the 2011 BB&T Series Note, the 2013A and 2013B BB&T Notes, the Community Redevelopment Project Note Series 2006 (Wachovia/Wells Fargo), the Ocean Mall debt obligation, and the City Bond Issue debt.
4. Prepared a monthly cash flow analysis for the Event Center's operations.
5. Prepared a schedule/calendar of required payments, compliance reporting requirements, auditing requirements, tax return filing deadlines, and other required reporting requirements and critical actions of the CRA, the Riviera Beach CDE, Inc., and the Riviera Beach Event Center, LLC to be in compliance with the New Markets Tax Credits program.
6. Preparing an analysis of the Event Center loan agreement to insure that loan covenants are identified and the Event Center is in compliance.
7. Preparation activities for the Fiscal Year 2017 - 2018 budget.
8. Project status discussions with CRA Interim Executive Director.
9. Miscellaneous administrative activities, as required.

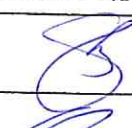

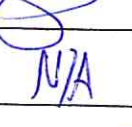



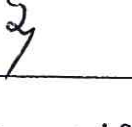
Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Torcia, Donlon, Goddeau, & Ansari, PA

Control No.: NA Invoice No.: 15054

Invoice Date: 7-12-17 Payment Amount: \$ 1675⁰⁰

Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	
<input type="checkbox"/> If final payment, have all deliverables been received ?	<u>N/A</u>
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.



Approving Authority

Date: 8-2-17

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. <u>NA</u> or the Consent Agenda, at its meeting on <u>NA</u> . (If applicable)
--

entered 7-21-17

**TORCIVIA, DONLON,
GODDEAU & ANSAY, P.A.**

701 Northpoint Parkway, Suite 209
West Palm Beach, Florida 33407

Riviera Beach Community Redevelopment Agency
2001 Broadway, Suite 300
Riviera Beach, FL 33404
Attn: Darlene Hatcher

561-686-8700
561-686-8764 fax
www.torcivilaw.com

July 12, 2017

In Reference To: *General Employment Matters*

Federal Tax ID 65-0195026

Invoice # 15054

Professional Services

		<u>Hours</u>	<u>Amount</u>
6/19/2017	LD Review and analyze multiple emails from Michael Haygood regarding employee matter	0.10	
	LD Review and analyze public records request and letter of representation; initial review and analysis of policies relating to same	0.20	
6/20/2017	LD Travel to and from CRA offices	0.40	NO CHARGE
	LD Meeting with Scott Evans, Darlene Hatcher and Michael Haygood regarding employee matters	1.40	
	LD Initial review and analysis of documents from client	0.30	
6/21/2017	LD Telephone conference with Scott Evans and staff regarding employee issue	0.10	
6/22/2017	LD Review and analyze multiple emails and attachments regarding employee issues	1.10	
	LD Telephone conference with Scott Evans regarding follow up on employee issue	0.10	
	LD Draft documents for Scott Evan's review and draft e-mail to Scott Evans regarding same	0.70	
6/26/2017	LD Telephone conference with Demetri Salloum regarding former employee	0.20	

		<u>Hours</u>	<u>Amount</u>
6/26/2017	CG Research on security system videos and exemption; conversation with M. Haygood and emailed M. Madden on issue; reviewed correspondence from Haygood on the records request and CRA review of same	0.60	
6/27/2017	LD Review and analyze multiple emails regarding former employee	0.20	
	CG Reviewed and responded to e-mail to M. Haygood on M. Barbary/records requested; emailed M. Haygood on hearsay issue	0.20	
6/28/2017	LD Review and analyze e-mail from Scott Evans regarding employee; edit letter to employee and respond to same	0.20	
	LD Telephone conference with Edwin Ferguson regarding former employee	0.20	
	LD Draft e-mail to Michael Haygood and Christy Goddeau regarding status of employee issue	0.10	
	CG Conversation with A/C M. Madden on records issue; emailed M. Haygood on same; reviewed e-mail from Lara Donlon on employment related issue	0.20	
6/29/2017	LD Telephone conference with Demetri Salloum regarding conformation of meeting	0.10	NO CHARGE
	LD Travel to and from Rafiki Tiki	0.40	NO CHARGE
	LD Meeting with Demetri Salloum	0.40	
	LD Telephone conference with Darlene Hatcher regarding follow up on employment matters	0.20	
6/30/2017	LD Telephone conference with Michael Haygood regarding update on employee issue	0.20	
For professional services rendered		7.60	\$1,675.00
Previous invoice balance			\$125.46
6/2/2017 Payment - Thank You. Check No. 5962			(\$125.46)
			(\$125.46)

	<u>Amount</u>
Total Balance due	<u><u>\$1,675.00</u></u>

Timekeeper Summary			
<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Christy Goddeau, Shareholder	1.00	250.00	\$250.00
Lara Donlon, Shareholder	5.70	250.00	\$1,425.00
Lara Donlon, Shareholder	0.90	0.00	\$0.00

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF
COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 8/9/2017

Agenda Category:

Subject: BOARD DISCUSSION AND APPROVAL OF THE REVISED RIVIERA BEACH EVENT CENTER PRICING STRUCTURE AND REVIEW OF MARKET AND HISTORICAL DATA

Recommendation/Motion: A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY ("THE AGENCY") APPROVING THE REVISIONS TO THE RIVIERA BEACH EVENT CENTER PRICING STRUCTURE; PROVIDING AN EFFECTIVE DATE.

Originating Dept	NEIGHBORHOOD SERVICES	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

PURSUANT TO BOARD MEMBERS' REQUESTS AT THE PREVIOUS MEETING, THE AGENCY IS REQUESTING THE BOARD OF COMMISSIONERS TO DISCUSS AND APPROVE THE REVISED RIVIERA BEACH EVENT CENTER PRICING STRUCTURE AND REVIEW THE AVAILABLE MARKET AND HISTORICAL DATA. THE CURRENT PRICING STRUCTURE IS ATTACHED AS EXHIBIT "A".

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
Memo-Revised_RBMECPricing_Structure___Review_of_Market___Historical_Data.pdf	MEMO-REVISED RB EVENT CENTER PRICING STRUCTURE	8/3/2017	Cover Memo
Exhibit_A_to_Memo.pdf	EXHIBIT "A" TO MEMO	8/3/2017	Exhibit
Resolution-Approving_the_Revisions_to_the_R.pdf	RESOLUTION-APPROVING THE REVISIONS TO THE RB MARINA PRICING STRUCTURE	8/3/2017	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	8/3/2017 - 4:04 PM



RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 BROADWAY, SUITE 300
RIVIERA BEACH, FL 33404
PHONE: 561-844-3408
FAX: 561-881-8043
Website: www.rbcra.com

MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM: Scott Evans, Interim Executive Director, Riviera Beach CRA

DATE: July 27, 2017

SUBJECT: Board Item: Board Discussion and Approval of the Revised Riviera Beach Event Center Pricing Structure and Review of Market and Historical Data.

REQUEST FOR BOARD ACTION

Pursuant to Board Members' requests at the previous meeting, the Agency is requesting the Board of Commissioners to discuss and approve the Revised Riviera Beach Event Center Pricing Structure and Review the available Market and Historical Data. The current pricing structure is attached as Exhibit "A".

BACKGROUND

The Riviera Beach Community Redevelopment Agency ("CRA") has been operating the Riviera Beach Event Center continuously for one year. We have gained much experience over this period of time with events, meetings, concerts, etc., which provides valuable insight and feedback on the marketability and usage of the Event Center.

Our analysis provides the following information:

PROPOSED NEW PRICING STRUCTURE

	2016-17 Current Rate		2017-18 Proposed Rate	
	Rental Fee	30% Discount	Increased Rental Fee by 20%	Resident Rate
Newcomb Hall Ballroom*	\$238	\$166	\$286	\$166
Riviera 1 & 2*	\$90	\$63	\$108	\$63
Gulfstream Terrace*	\$156	\$109	\$187	\$109
Bicentennial Park*	\$1,500	\$1,050	\$1,800	\$1,050
Wedding Package*	\$358	\$251	\$430	\$251
Meeting Package**	\$195	\$137	\$234	\$137
Festival Package (1day)	\$4,833	\$3,383	\$5,800	\$3,383
Revenue Total***	\$115,000		\$150,000	

*Based on weekend rates

** Based on weekday rates

***Projected at year end.

**RIVIERA BEACH EVENT CENTER
FINANCIAL ACTIVITIES COMPARISON 2017/2018**

	Projected to 9/30/17	Projected 2017/2018 (20% Increase)
REVENUES		
Building and Park Rentals	\$150,000	\$195,000
Less Resident and Non Profit Discounts	(\$35,000)	(\$45,000)
Rafiki Tiki (2018)	0	\$31,000
Net Revenues	\$115,000	\$181,000
OPERATING EXPENSES		
General (CAM Related)	\$130,000	\$130,000
General Liability, Content & Flood Insurance	\$101,040	\$101,040
Administrative (non-CAM)	\$30,000	\$30,000
Staff -		
Salary -	\$195,000	\$200,000
Taxes and Benefits --	\$80,000	\$85,000
Total Event Center Expense	\$536,040	\$546,040
REVENUES MINUS EXPENSES	(\$421,040)	(\$365,040)

The majority of the revenues are derived from rental of the Event Center itself. Resident discounts account for \$35,000 in reduced revenue in 2017. Rent and CAM from the RafikiTiki will begin to be collected in fiscal year 2018. As the Event Center's additional commercial spaces get rented, and we collect rent and CAM from the RafikiTiki for a full year in 2019, the revenue will go up significantly. Facility rentals can be improved as we continue to increase the weekday facility rentals at the Event Center and with these improvements, the facility can move towards eliminating the operating deficit. Since 2/3 of the facility rentals are currently by Riviera Beach residents, Staff recommends that we study revenue over the next 6 months and consider a future increase to the resident rates.

Research conducted last year and confirmed in July 2017, shows that there are several comparable venues to our Event Center and our pricing is very competitive and slightly lower than other similar facilities that have less amenities to offer.

We looked back at the initial research and rationale for the current pricing. See below.

(Excerpt from original pricing notes prepared by Mark Blomeke, presented and approved by Board on November 21, 2016):

Basic Assumptions for Current Rate Structure

Following are basic assumptions used in determining the current pricing and rate structure, created in an effort to bring value to residents, provide revenue to help offset operating expenses, and maintain the greatest degree of marketability in a competitive environment for a new venue.

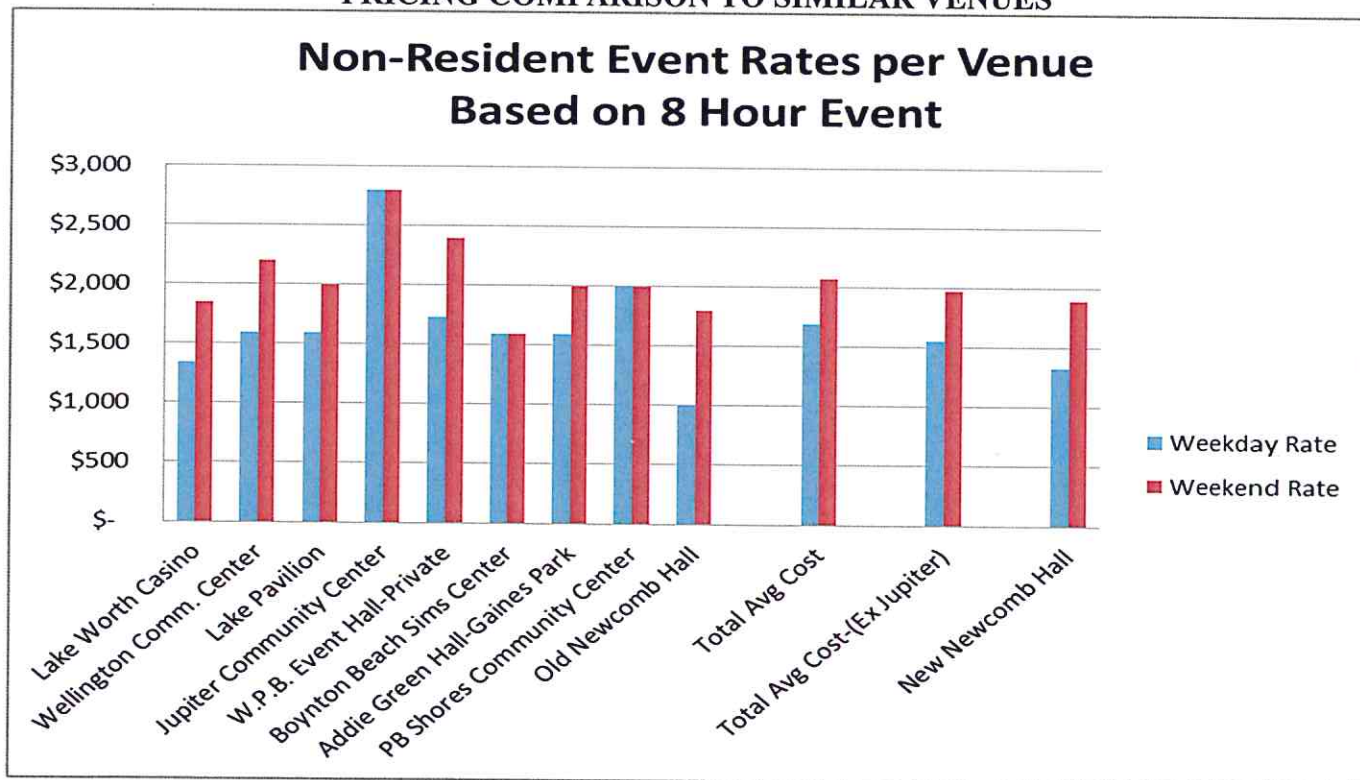
- To standardize evaluation all benchmark pricing was applied to an 8 hour time frame.
- Our selected flat rate of \$1500 for 8 hours of rental time is ~24% below the competition. Our all inclusive price demonstrates immediately a competitive advantage over our competition and the customer knows exactly what to expect from a pricing standpoint.

- We want to come in lower and undercut competition to illustrate our price advantage and hopefully drive more volume. Which in turn drives awareness of our product.
- However we do not know how much discounting is going on at these venues during their negotiation processes as they try to stay busy. There is also the possibility that they are ambivalent about revenues from these assets and do not negotiate and let it sit empty.
- Most venues charged for their ancillary amenities such as staging, dance floors and even audio visual. Consensus I got from the Caterers is just develop one price and make it inclusive. Customers don't like being nickel and dimed. I would agree and was how we operated at The Breakers. For any needs outside of what we have inventory we would obviously assess rental fees to supplement our inventory if needed.
- There was a mix of kitchen usage fees ranging from \$25 up to \$530 (Lake Worth has a complete kitchen). Caterers do not absorb these fees they pass them on to the customer. We have a limited warming kitchen. Much like above for ancillary amenities I do not plan on charging for something that is limited in nature.
- Catering Commissions-None of the caterers I talked to currently pay commissions. They recommend against us implementing such a policy, as again they would just pay it along to customers and ultimately all these extra fees that are getting passed along make us uncompetitive and also less likely that caterers are going to bring their business here. **We want to drive reciprocal sales!! We want our partners to help drive business because it is easy for them to operate here and it is good for their customers. There is a lot of competition with more coming, i.e. (Wellington is building a brand new event center).**
- With our limited resources, we need to keep this simple and not complicate or add on more accounting processes to figure out who owes what.

Non-Profit Discounting

- Lake Worth-NP's pay same rate as residents
- PB Shores-NP's pay ~37% less than residents, however must sign a one year contract to hold a minimum of one meeting per month at a rate of \$250 per meeting.
- Boynton Beach-NP's based in the city pay same rate as residents
- West Palm Beach Lake Pavilion-NP's pay same rate as residents.

PRICING COMPARISON TO SIMILAR VENUES



Current Performance at Riviera Beach Event Center (Period covered October 1, 2016- YTD)

The Board requested information on performance results at the Event Center:

Total # of Events	<u>140</u>
Residents	99
Non-Residents	24
Non-Profits/City	7
Non-Profits/Outside City	10
Number of Attendees	11,400++****
Revenues	\$115,000

****Complete census information not available. This does not include attendance from City/CRA events.

Policies Regarding Residency

The Board asked Staff to provide information on the policies governing rates for Riviera Beach residents and for nonprofit organizations. The following are excerpted from the approved Policies and Procedures, with proposed changes reflected:

“CITY OF RIVIERA BEACH RESIDENT RATE

City of Riviera Beach residents are encouraged to rent the facilities. City residents are eligible for a 30% discount on our published pricing. To qualify for the discount Lessee's must reside within the City of Riviera Beach and have an address with a zip codes of 33404. A City of Riviera Beach utility bill and valid photo ID are required to receive the special discount. The renter receiving the Resident Rate must be present for the duration of the event.

NON-PROFIT ORGANIZATION RATE

Both Local Riviera Beach Non-Profits and Non-Profits located outside of the Riviera Beach area are eligible to receive a discount for all space located at the Marina Event Center Building. A valid non-profit tax certification letter is required to receive the discount. Those Non-Profit organizations within Riviera Beach will receive the resident ~~a~~ 30% discount and those located outside of the city limits will receive 20%”.

Recommendation

Staff provides this report for Review and Discussion. Additionally, staff recommends amending the current rates to reflect a 20% increase for non-resident rates, and keeping the current resident rate per direction provided previously by the Board. The proposed Resolution will also keep local nonprofit rate at current levels, and change the non-local nonprofit rates to reflect a 20% discount from the new non-resident rate. Staff recommends approval of the 2017-18 rate structure, amending the Policies and Procedures accordingly. As the Event Center's additional spaces get rented and we continue to grow the weekday facility rental business, the Center can move quickly towards eliminating the operating deficit. Since 2/3 of the facility rentals are currently by Riviera Beach resident's, Staff recommends that we study revenue over the next 6 months and consider a future increase to resident rates.

SE:aj

EXHIBIT A

Riviera Beach Marina Event Center and Bicentennial Park Pricing Schedule

190 E 13th Street, Riviera Beach, FL 33404

Gabrielle Monroe, Event Center Manager

561-881-7438/561-881-7439

gmonroe@rbcr.com

Marina Event Center	Dimensions	Sq. Ft.	Weekday Hourly Rate Mon-Thu	Weekend Hourly Rate Fri-Sun	Holiday Hourly Rate	
Newcomb Hall Ballroom	58' x 81'	4,698	\$166	\$238	\$356	
Newcomb Hall I	58' x 40'	2,320	\$100	\$143	\$214	
Newcomb Hall II	58' x 40'	2,320	\$100	\$143	\$214	
Riviera 1 & 2	29' x 59'	1,711	\$63	\$90	\$135	
Riviera 1	29' x 29'	841	\$38	\$54	\$81	
Riviera 2	29' x 29'	841	\$38	\$54	\$81	
Gulfstream Terrace (2nd Floor Patio)	N/A	4,325	\$109	\$156	\$234	


****Newcomb Hall rentals must be a minimum of 5 paid hours, Riviera and Terrace space rentals must be a minimum of 3 paid hours****

Holidays include New Year's Eve, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day

Bicentennial Park	Dimensions	Sq. Ft.	Weekday Hourly Rate Mon-Thu	Weekend Hourly Rate Fri-Sun	Holiday Hourly Rate	
Pavilion	72' x 38'	2,736	\$39	\$56	\$84	
Lawn-Must rent entire park	N/A	24,000				
			\$1,050	\$1,500	\$2,250	
Bicentennial Park -(Daily Fee) Includes Pavilion, Lawn and Food Truck Court						

****Pavilion rental is a minimum of 3 paid hours, Bicentennial Park is daily rental only****

Event Packages-(8 Hour Minimum Rental)	Dimensions	Sq. Ft.	Weekday Hourly Rate Mon-Thu	Weekend Hourly Rate Fri-Sun	Holiday Hourly Rate	
Wedding Package -Includes Terrace, Newcomb Hall and (1) of the Riviera Rooms for use as a Bridal Suite			\$251	\$358	\$470	
Meeting Package - Includes Newcomb Hall and both Riviera Rooms			\$195	\$278	\$418	
Festival Package* - Includes all of Bicentennial Park, all rooms inside the Event Center and the 2nd floor patio.						
			1 Day	2 Days	3 Days	4 Days
			\$4,833	\$8,592	\$11,277	\$12,888
*Festival Package Pricing is based on a (24hr) daily rate, not hourly.						
Price per Day			\$4,833	\$4,296	\$3,759	\$3,222

Non-Profit Organization*-Local Riviera Beach Community	Discount % Extended 30%	
*Organization must submit a valid 501c3 Document		
Non-Profit Organization*-Outside of Riviera Beach Community	20%	
*Organization must submit a valid 501c3 Document		
Riviera Beach Resident	30%	
*Resident must submit a current utility bill and valid Driver's license		

RESOLUTION NO. 2017-____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (THE "AGENCY") APPROVING THE REVISIONS TO THE RIVIERA BEACH EVENT CENTER PRICING STRUCTURE; PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the City of Riviera Beach entered into a lease with the Event Center, LLC, a Florida not for profit organization which subsequently entered into a facility lease with the Agency; and

WHEREAS, the Agency constructed a two-story structure that has a grand ballroom for large gatherings, plus smaller rooms for community groups and clubs;

WHEREAS it is necessary to adopt changes from time to time, to the approved pricing structure based on market conditions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The Agency approves the revised pricing structure and amending the Policies and Procedures accordingly.

SECTION 2. The resolution shall be effective immediately upon its adoption.

[Signatures on following page]

PASSED AND ADOPTED this ____ day of August 2017.

**RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY**

ATTEST:

By: _____
Name: KASHAMBA MILLER-ANDERSON
Title: Chairperson

Executive Director

Approved as to form and legal sufficiency

MOTION BY: _____

J. Michael Haygood

Date _____

SECONDED BY: _____

General Counsel to CRA

D. PARDO _____
T. DAVIS _____
T. DAVIS JOHNSON _____
L. HUBBARD _____
K. MILLER-ANDERSON _____

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF
COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 8/9/2017

Agenda Category:

Subject: APPROVING THE FIRST AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT

Recommendation/Motion: APPROVAL

Originating Dept	NEIGHBORHOOD SERVICES	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

THE AGENCY IS REQUESTING THE BOARD OF COMMISSIONERS TO APPROVE A ONE-YEAR RENEWAL OF THE CONTINUING SERVICES AGREEMENT BETWEEN THE AGENCY AND LANGTON ASSOCIATES, INC., WHICH IS CONTRACTED TO PROVIDE GRANT WRITING SERVICES TO THE RIVIERA BEACH CRA FOR \$60,000 ANNUALLY OVER A TWO-YEAR PERIOD WITH TWO OPTIONAL, ONE-YEAR RENEWALS. SEE RESOLUTION NO. 2015-29, ATTACHED AS EXHIBIT A. THE CONTRACT RUNS FROM SEPTEMBER 1, 2015 TO AUGUST 30, 2017. WE ARE CURRENTLY AT THE END OF YEAR TWO OF THE AGREEMENT. THIS ONE YEAR RENEWAL WOULD EXTEND THE AGREEMENT TO AUGUST 30, 2018.

Fiscal Years

Capital Expenditures

Operating Costs

External Revenues

Program Income (city)

In-kind Match (city)

Net Fiscal Impact

**NO. Additional FTE Positions
(cumulative)**

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
Resolution-First_Amendment_to_PSA-Langton_Agreement.pdf	RESOLUTION-LANGTON & ASSOCIATES FIRST MODIFICATION TO PSA	8/1/2017	Resolution
FIRST_MODIFICATION_TO_PSA-LANGTON_ASSOC.pdf	EXHIBIT A MODIFICATION TO PROFESSIONAL SERVICE AGREEMENT	8/1/2017	Agreement
Memo-Langton_Assoc-First_Mod_to_PSA.pdf	MEMO-GRANT WRITING CONTINUING SERVICES AGREEMENT	8/1/2017	Cover Memo
Exhibit_A-Langton_Associates.pdf	EXHIBIT A-RESOLUTION 2015-29	8/1/2017	Backup Material
Exhibit_B-Langton_Annual_Report_.pdf	EXHIBIT B-LANGTON ANNUAL REPORT	8/1/2017	Backup Material
Exhibit_C-Langton_Strategic_Grants_Plan_2017-18.pdf	EXHIBIT C-LANGTON STRATEGIC GRANTS PLAN 2017-18	8/1/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	8/2/2017 - 10:11 AM
CRA Internal Review	Evans, Scott	Approved	8/2/2017 - 10:12 AM

RESOLUTION NO. 2017-____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (THE "AGENCY") APPROVING THE FIRST AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT BETWEEN LANGTON & ASSOCIATES, INC ("LANGTON") AND THE AGENCY TO EXERCISE AN OPTION TO EXTEND THE TERM OF THE AGREEMENT BY ONE YEAR ("FIRST AMENDMENT"); PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, in accordance with the provisions of the Agency's procurement policies, the Consultant and the CRA entered into an agreement dated September 1, 2015 for the Consultant to provide grant writing services for economic and commercial development to the CRA (the "Original Agreement"); and

WHEREAS, the Original Agreement was for a term from 2 years from its Effective Date and provided for two one-year options;

WHEREAS the parties desire to extend the termination date for one year through August 31, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The Agency approves the form of the First Amendment to the Professional Service Agreement attached hereto as Exhibit "A" and approves the execution and delivery of the First Amendment in substantially the form approved subject to such changes as may be approved by the Chairperson subject to advice of counsel, with the execution of the First Amendment by the Chairperson conclusive evidence of the approval of such changes.

SECTION 2. The resolution shall be effective immediately upon its adoption.

[Signatures on following page]

PASSED AND ADOPTED this ____ day of August 2017.

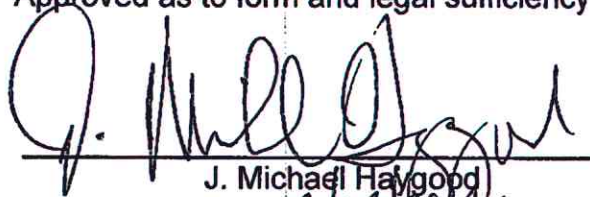
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

ATTEST:

By: _____
Name: KASHAMBA MILLER ANDERSON
Title: Chairperson

Executive Director

Approved as to form and legal sufficiency



MOTION BY: _____

J. Michael Haygood

Date 7/27/2017

SECONDED BY: _____

General Counsel to CRA

D. PARDO
T. DAVIS
T. DAVIS JOHNSON
L. Hubbard
K. MILLER-ANDERSON

**FIRST MODIFICATION TO PROFESSIONAL SERVICE
AGREEMENT
BETWEEN
LANGTON & ASSOCIATES, LLC
AND
RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
FOR GRANT WRITING SERVICES**

THIS FIRST MODIFICATION TO AGREEMENT made and entered into this ____ day of August, 2017, by and between Langton & Associates, LLC, a Florida limited liability company, hereinafter referred to as "Consultant," whose mailing address is 4830 Atlantic Boulevard, Jacksonville, FL 32207, and the Riviera Beach Community Redevelopment Agency a body corporate and politic created pursuant to Chapter 163, Part II, Florida Statutes, hereinafter referred to as "CRA," whose address is 2001 Broadway, Suite 300, Riviera Beach, Florida, is hereby amended as follows:

WHEREAS, in accordance with the provisions of the Agency's procurement policies, the Consultant and the CRA entered into an agreement dated September 1, 2015 for the Consultant to provide grant writing services for economic and commercial development to the CRA (the "Original Agreement"); and

WHEREAS, the Original Agreement was for a term from 2 years from its Effective Date and provided for two one year options;

WHEREAS the parties desire to extend the termination date for one year through August 31, 2018.

In consideration of the mutual covenants and promises set forth herein, the parties to this agreement do hereby agree as follows:

Section 1: The parties agree to exercise a one year option to extend the term of the Original Agreement upon the same term of the Original Agreement.

Section 2: To the extent that there exists a conflict between this Modification, the Scope of Services and any work orders, the terms, conditions, covenants, and/or provisions of this Modification shall prevail. Wherever possible, the provisions of such documents shall be construed in such a manner as to avoid conflicts between provisions of the various documents.

Section 3: All other terms in the Original Agreement shall remain in effect.

IN WITNESS WHEREOF, the Parties unto this Modification have set their hands and seals on the day and date first written above.

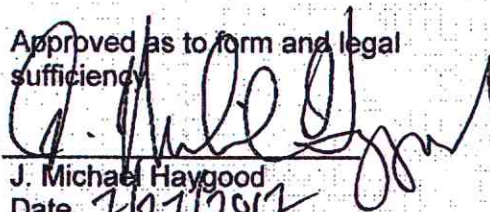
**RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY**

ATTEST:

By: _____
Name: Kashamba Miller Anderson
Title: Chairperson

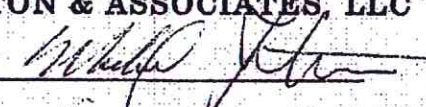
Executive Director

Approved as to form and legal
sufficiency



J. Michael Haygood
Date 11/21/2017
General Counsel to CRA

LANGTON & ASSOCIATES, LLC

By: 

Name: MICHAEL LANGTON
Title: PRESIDENT




RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 BROADWAY, SUITE 300
RIVIERA BEACH, FL 33404
PHONE: 561-844-3408
FAX: 561-881-8043
Website: www.rbcra.com

MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM:  Scott Evans, Interim Executive Director, Riviera Beach CRA

DATE: July 18, 2018

SUBJECT: Board Item: Grant Writing Continuing Services Agreement

Request for Board Action

The Agency is requesting the Board of Commissioners to approve a one-year renewal of the Continuing Services Agreement between the Agency and Langton Associates, Inc., which is contracted to provide Grant Writing Services to the Riviera Beach CRA for \$60,000 annually over a two-year period with two optional, one year renewals. See Resolution No. 2015-29, attached as Exhibit A. The contract runs from September 1, 2015 to August 30, 2017. We are currently at the end of Year Two of the Agreement. This one year renewal would extend the agreement to August 30, 2018.

Summary

The Riviera Beach Community Redevelopment Agency ("CRA") continues to be at a critical crossroad in advancing its economic objectives. The agency desires to have a grant writing firm to provide grant services including: funding needs analysis, strategic outreach, grant funding research, grant preparation and submittal in several focus areas: Healthy Food Financing, Roads and Infrastructure, Neighborhood and Commercial Development, Non-Profit, and Foundation Grants.

Langton Associates, Inc. was selected to focus on the general category of Neighborhood and Commercial Development. Their primary task is to provide complete grant services for all grants selected by the Agency to fund our highest priority projects making application for an aggregate of \$1 million or more in funding each year. In addition, they monitor state and federal grant opportunities, coordinate with Agency lobbyist representatives, update the overall annual grant opportunity matrix, and provide the Agency with a bi-weekly "SMARTGrants Report," highlighting all new and existing grant opportunities that are coming up or newly announced. We work from a targeted list of grants that are prioritized for the Agency's key projects and capital needs. A summary of this work accomplished for the past year is included as Exhibit B. Additionally, Langton has agreed to provide grant writing services to the City of Riviera Beach, under terms still to be negotiated, but including an initial period of services, *gratis*.

Background on Invitation for Bid Process

Langton was initially engaged with the Agency in accordance with the CRA Procurement Policies, wherein a Request for Qualifications was advertised in the "Legal Notices" section of the Palm Beach Post on October 5, 2014 and the City of Riviera Beach/Riviera Beach CRA websites on October 7, 2014, to solicit qualified firms or individuals to provide grant writing services for the CRA projects. In addition, invitations were individually e-mailed or mailed via USPS to nine (9) firms to provide additional exposure and to ensure maximum competition. The Langton firm was recommended for the award.

After review and discussion of the proposal from Langton Associates, Inc., the Committee agreed that the submittal satisfied the requirements established in the solicitation and that Langton Associates, Inc. was qualified to be awarded a contract for grant services with a focus on Neighborhood and Commercial Development. A summary of the work currently underway is attached as Exhibit C.

Langton Associates, Inc.

Langton Associates, Inc., of Jacksonville, Florida, is an experienced grant-writing firm that has participated in numerous federal, state and foundation grants for over 38 years. Additionally, Michael Langton, the firm President, served as a member of the Florida House of Representatives from 1985 to 1992. The firm has substantial experience in providing the types of services required by the CRA and prepared a grant Matrix of potential opportunities for the Agency in 2014, since updated several times. The firm has obtained over \$355 million in grant funding and awards for over 35 government clients including \$17 million for neighborhood stabilization, providing funding for community energy efficiency retro fit projects, parks and beautification, and over \$8 million for public works, storm readiness and economic development grants.

Recommendation

Staff recommends approval of a one-year renewal of the Continuing Services Agreement between the Agency and Langton Associates, Inc., which is contracted to provide Grant Writing Services to the Riviera Beach CRA for \$60,000 annually. This one-year renewal would extend the agreement to August 30, 2018.

SE:aj

EXHIBIT A

RESOLUTION NO. 2015-29

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (THE AGENCY) AWARDING A CONTRACT TO LANGTON ASSOCIATES, INC. TO PROVIDE GRANT WRITING SERVICES (THE "AGREEMENT") TO THE AGENCY; PURSUANT TO THE AGREEMENT, APPROVING THE GRANT WORK ORDER NO. 1 FOR COMPLETE GRANT WRITING SERVICES FOR THE AGENCY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Agency is responsible for carrying out the community redevelopment activities and the projects in the community redevelopment area of the City of Riviera Beach, Florida; and

WHEREAS, the adopted redevelopment plan provides for the implementation of economic initiatives to eliminate slum and blight; and

WHEREAS, the Agency, pursuant to the Riviera Beach CRA Policies and Procedures Procurement Code is required to request bids for contracts for services that exceeds \$25,000; and

WHEREAS, October 5, 2014 the solicitation was advertised in the Palm Beach Post, and on October 7, 2014 on the City of Riviera Beach and Riviera Beach CRA websites; and

WHEREAS, Langton Associates, Inc. responded to the solicitation and was found to be qualified to be awarded a contract for grant writing services specializing in neighborhood and commercial development; and

WHEREAS, the staff of the Agency recommends that the Agency retain the firm Langton Associates, Inc., to provide the services necessary to provide grant writing services to the Agency based on their proposal submittal which was the most responsive bid received with a focus on neighborhood and commercial development; and

WHEREAS, the CONSULTANT desires to provide such services to the CRA and the CRA desires to engage the services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The Riviera Beach Community Redevelopment Agency authorizes the Executive Director and the Chair of the Board of Commissioners to execute a Continuing Service Agreement, attached here to as Exhibit A, and Work Order No. 1, attached here to as Exhibit B for an amount not to exceed \$5,000 per month for 24 months at a total annual rate of \$60,000 for complete grant writing services specializing in neighborhood and commercial development. The CONSULTANT shall complete a minimum of 12 grants per year as directed by the Executive Director.

SECTION 2. The Executive Director is hereby authorized to issue payment from the appropriate fund as indicated in the Agency Budget, to pay for the grant writing services being provided to the agency.

SECTION 3. This resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED this 26 day of August, 2015

RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

By: [Signature]
Name: Dawn S. Pardo
Title: Chairperson

ATTEST:

[Signature]
Executive Director

MOTION BY: Cedrick Thomas
SECONDED BY: Bruce Guyton

B. GUYTON	<u>AYE</u>
C. THOMAS	<u>AYE</u>
D. PARDO	<u>AYE</u>
T. DAVIS	<u>AYE</u>
K. MILLER	<u>AYE</u>

Approved as to form and legal
sufficiency

[Signature]
J. Michael Haygood
Date 8/19/2015
Haygood & Harris LLC
General Counsel to CRA



Florida's Dynamic
Waterfront Community

MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM: Tony T. Brown, Executive Director, Riviera Beach CRA

DATE: August 19, 2015

SUBJECT: Agenda Item: A Resolution Approving Grant Writing Continuing Services Agreement with Langton Associates, Inc., and Work Order Number One (1)

Request for Board Action:

The Agency is requesting the Board of Commissioners to reconsider and approve a Resolution authorizing the Continuing Services Agreement and Work Order No. 1 between the Agency and Langton Associates, Inc. to provide Grant Writing Services to the Riviera Beach CRA for \$60,000 annually over a two year period with two optional one year renewals.

Summary:

The Riviera Beach Community Redevelopment Agency ("CRA") is at a critical crossroad in advancing its economic objectives. The agency desires to have one or more grant writing firms to provide grant services including: funding needs analysis, strategic outreach, grant funding research, grant preparation and submittal in several focus areas: New Markets Tax Credits, Healthy Food Financing, Roads and Infrastructure, Neighborhood and Commercial Development, Non-Profit, and Foundation Grants.

Langton Associates has been selected to focus on the general category of Neighborhood and Commercial Development. Their primary task will be to provide complete grant services for all grants selected by the Agency to fund our highest priority projects making application for an aggregate of \$1 million or more in funding each year. In addition they will also monitor state and federal grant opportunities, coordinate with Agency lobbyist representatives, update the overall annual grant opportunity matrix, and provide the Agency with a weekly "Smartgrants Report" highlighting all new and existing grant opportunities that are coming up or newly announced. Work Order One includes a targeted list of more than 20 grants that will be prioritized for the Agency's key projects and capital needs.

Invitation for Bid Process:

In accordance with the CRA Procurement Policies, a Request for Qualifications was advertised in the "Legal Notices" section of the Palm Beach Post on October 5, 2014 and the City of Riviera Beach/Riviera Beach CRA websites on October 7, 2014, to solicit qualified firms or individuals to provide grant writing services for the CRA projects. In addition, invitations were individually e-mailed or mailed via USPS to nine (9) firms to provide additional exposure and to ensure maximum competition. A recommendation for the award is attached hereto as "Attachment A."

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 Broadway, Suite 300
Riviera Beach, FL 33404
P. 561.844.3408 F. 561.881.8043
www.rbcra.com

Tony T. Brown, Executive Director
Board of Commissioners
KaShamba L. Miller (Dist. 2)
Dawn S. Pardo (Dist. 4)
Bruce Guyton (Dist. 1)
Cedrick A. Thomas (Dist. 3)
Terence "TD" Davis (At-Large)



2012 Whole City Bronze Award
Bursary Award Recipient



2011 Roy F. Kenzie Award
Outstanding Rehabilitation, Renovation and
Reuse Project

After review and discussion of the proposal from Langton Associates, Inc., the Committee agreed that the submittal satisfied the requirements established in the solicitation and that Langton Associates, Inc. is qualified to be awarded a contract for grant services with a focus on Neighborhood and Commercial Development and Redevelopment.

Langton Associates, Inc.:

Langton Associates, Inc., of Jacksonville, Florida, is an experienced grant writing firm that has participated in numerous federal, state and foundation grants for over 32 years. Additionally, Michael Langton, the firm President served as a member of the Florida House of Representatives. The firm has substantial experience in providing the types of services required by the CRA and prepared a grant Matrix of potential opportunities for the Agency in 2014. The firm has obtained over 90 million in grant funding for over 30 government clients including \$17 million for neighborhood stabilization, and awards providing funding for community energy efficiency retro fit projects, parks and beautification, and over \$7 million for public works, storm readiness and economic development grants.

Recommendation

Consistent with the requirements of the solicitation, having the most responsive bid for Neighborhood and Commercial Development, CRA Staff recommends Langton Associates, Inc., be awarded the Professional Services Contract to provide Complete Grant Writing Services to the Riviera Beach CRA, and approving Work Order 1 for an amount not to exceed \$5,000 per month for 24 months.

**CONTINUING SERVICES AGREEMENT
BETWEEN
RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AND
LANGTON ASSOCIATES, INC.**

This Continuing Services Agreement is entered in this 1st day of September, 2015, by and between Riviera Beach Community Redevelopment Agency, a body corporate and politic created pursuant to Part III, Chapter 163, Florida Statutes ("Agency") and Langton Associates, Inc., a Florida corporation (herein referred to as "Consultant")

WITNESSETH:

WHEREAS, pursuant to its applicable procedures, the Agency, with assistance from the City of Riviera Beach Purchasing Department, issued RFQ 469-14 on October 5, 2014 for Grant Writing Services for the Agency's redevelopment project needs and advancement of economic objectives which requested three different grant writing specialties; and

WHEREAS, pursuant to its applicable procedures, the Agency, with assistance from the City of Riviera Beach Purchasing Department, selected Langton Associates, Inc. to provide Grant Writing Services following their successful response to RFQ 469-14, and their selection as the highest ranked respondent specializing in neighborhood and commercial development ; and

WHEREAS, the Agency requires services of Langton & Associates, LLC. to provide continuing Grant Writing services for neighborhood and commercial development to assist in the Agency's redevelopment projects.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties hereto agree as follows:

SECTION 1. PURPOSE & SCOPE OF SERVICES: Assignments shall be completed in accordance with individual work orders (approved separately). The grant writing services provided are expected to include but not be limited to the following:

A. IN-DEPTH NEEDS ASSESSMENT. Agency needs will be determined through on-site interviews with officials and staff. The Consultant shall review materials concerning

the Agency, its services and structure, such as the City of Riviera Beach Comprehensive Plan, the Agency's Capital Improvement Plan, budget, etc. A list of Agency needs will be matched with resources available through various programs. A Strategic Grants Plan will be developed/updated to fund Agency's priority projects through various grant and loan programs.

- B. DETERMINATION OF RELEVANT FUNDING SOURCES.** Make extensive use of internal and external resources to determine appropriate sources of funding to accomplish the Agency's goals. Recommendations for applications will need to be made on an on-going basis.
- C. PREPARATION AND SUBMISSION OF GRANT APPLICATIONS.** The Consultant shall develop and prepare a minimum of 12 grant applications per year, as approved by the Agency and submit them to the funding agencies; also provide technical assistance to Agency staff who are already soliciting grants. Consultant shall provide complete grant services for all grants required by the Agency, specializing in neighborhood and commercial development.
- D. TECHNICAL ASSISTANCE ON GRANT ADMINISTRATION.** Consultant shall provide to Agency staff and contractors administering grants with expert advice that will keep them on track.
- E. PERSONALIZED GRANT RESEARCH AND CONSULTATION.** Consultant shall research and stay abreast of relevant legislation passed by the U.S. Congress and the Florida Legislature.
- F. INTERGOVERNMENTAL RELATIONS WITH FEDERAL AND STATE GOVERNMENTS.** Consultant will act as a liaison to the funding agency before, during, and after any application is made.
- G. WEEKLY E-MAIL GRANT ALERT.** SmartGrants will be sent to all Agency staff with potential grant projects and will detail federal, state, and foundation grant opportunities announced the previous 2 weeks.

SECTION 2. GENERAL TERMS AND CONDITIONS

- A. This Continuing Services Agreement shall commence upon execution by both parties and shall terminate on August 31, 2017, with two one year options to renew, unless terminated earlier in accordance with Section 4 of this Agreement.
- B. The Agency and Consultant agree to be governed by applicable local, state and federal laws, rules and regulations. Modifications of this Agreement may be requested by any party. Changes, which are mutually agreed upon, shall be valid only when reduced to writing, duly signed by each party and attached to the original Agreement.
- C. The Agency agrees to:

1. Provide all files, data, and information that are available as requested by the Consultant.
2. Process all requests for payment in a timely manner.

SECTION 3. FUNDING/CONSIDERATION

A. The Agency agrees to pay Consultant for its Services, in accordance with separate Work Orders which will require separate authorization and will provide adequate detail for services, payments and deliverables.

B. For reimbursable expenses, the Agency shall pay Consultant's the cost of all necessary, reasonable and ordinary reimbursable expenses incurred by Consultant and its sub-consultants in the provision of Services with no mark-up on said reimbursable expenses. Reimbursable expenses shall include, Agency requested printing, reproductions, renderings, models, mockups, professional photography, mailing fees, and presentation materials that are approved in advance by the Agency.

SECTION 4. TERMINATION

This Continuing Services Agreement may be cancelled by the Consultant upon ten (10) days prior written notice to the Agency's representative in the event of substantial failure by the Agency to perform in accordance with the terms of this Agreement through no fault of the Consultant; provided the Agency shall fail to cure same within that ten (10) day period. It may also be terminated, in whole or in part, by the Agency, with or without cause, immediately upon written notice to the Consultant. Unless the Consultant is in breach of this Agreement, the Consultant shall be paid for services rendered to the Agency's satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the Agency, the Consultant shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in progress, completed work, and other materials related to the terminated work to the Agency
- D. Continue and complete all parts of the work that have not been terminated.

SECTION 6. REMEDIES

This Continuing Services Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce this Agreement will be held in the State of Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

SECTION 7. INDEMNIFICATION

Each party to this Continuing Services Agreement agrees, to the extent permitted by law, to save, defend, reimburse, indemnify, and hold harmless the other parties, and the other parties respective officers, employees, servants or agents from each party's own negligence or willful misconduct and from any and all claims, demands, damages, liabilities, causes of actions, legal or administrative proceeds, judgments, interest, attorney's fees, costs and expenses arising in any manner directly or indirectly in connection with or incidental to the performance of this Agreement. Nothing in this provision shall be construed as consent by the parties to be sued, nor as a waiver of sovereign immunity beyond the limits provided for in Section 768.28, Florida Statutes.

SECTION 8. AVAILABILITY OF FUNDS

The Agency's performance and obligation to pay under this Agreement is contingent upon an annual appropriation for its purpose by the BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY.

SECTION 9. DELAYS AND EXTENSIONS OF TIME

The Consultant shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the Consultant or its subcontractors and without their fault or negligence. Such causes include, but are not limited to: acts of God; natural or public health emergencies; labor disputes; freight embargoes; and abnormally severe and unusual weather conditions.

Upon the Consultant's request, the Agency shall consider the facts and extent of any failure to perform the work and, if the Consultant's failure to perform was without it or its subcontractors fault or negligence the Agreement Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the Agency's rights to change, terminate, or stop any or all of the work at any time.

If the Consultant is delayed at any time in the process of the work by any act or neglect of the Agency or its employees, or by any other consultant employed by the AGENCY or by changes ordered by the Agency or any causes beyond the Consultant's control, or by delay authorized by the Agency pending negotiation or by any cause which the Agency shall decide justifies the delay, then the time of completion shall be extended for any reasonable time the Agency may decide.

SECTION 10. REPRESENTATION AND NOTICE

In carrying out the terms of this Continuing Services Agreement, as more fully set forth in Section 1, the Agency representative shall be the Agency Executive Director. Consultant representatives and/or employees shall report to the Agency representative for day to day reporting.

All notices provided under or pursuant to the Agreement shall be in writing, delivered either by hand, overnight express mail, or by first class, certified mail, return receipt requested, to the representatives identified below at the address set forth below:

For the Agency:

Tony Brown, Agency Executive Director
2001 Broadway, Suite 300,
Riviera Beach, FL 33404

With a copy to:

J. Michael Haygood, Agency Attorney
701 Northpointe Parkway, Suite 209,
West Palm Beach, FL 33407

For The Consultant:

Michael Langton, President
Langton Associates, Inc.
4830 Atlantic Boulevard
Jacksonville, FL 32207
T: (904)598-1368

SECTION 11. RECORD KEEPING

- A. All records submitted by the Consultant shall be kept for three years after the termination of this Agreement and shall be sufficient and complete to verify compliance with the requirements of this Agreement.
- B. The Consultant shall allow access to its records during normal business hours and upon reasonable advance requests of the AGENCY, its employees and agents.

SECTION 12. DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Consultant shall deliver to the Agency's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the Agency under this Agreement.

All drawings, charts, sketches, programs, data base, reports and other data developed, or purchased, under this Agreement for or at the Agency's expense shall be and remain the Agency's property and may be reproduced and reused at the discretion of the Agency.

The Agency and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

SECTION 13. INDEPENDENT CONTRACTOR RELATIONSHIP

The Consultant is, and shall be, in the performance of all work services and activities under this Continuing Services Agreement, an Independent Contractor, and not an employee, agent, or servant of the Agency. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the Consultant sole direction, supervision, and control. The Consultant shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant's relationship and the relationship of its employees to the Agency shall be that of an Independent Contractor and not as employees or agents of the Agency.

The Consultant does not have the power or authority to bind the Agency in any promise, agreement or representation other than as specifically provided for in this Agreement.

SECTION 14. CONTINGENT FEES

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

SECTION 15. NON-DISCRIMINATION

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, political affiliation, marital status, handicap, or sexual orientation. Further, Consultant shall not discriminate or permit discrimination against any employee or an applicant for employment on

the basis of race, color, sex, religion, political affiliation, natural origin, ancestry, marital status, sexual orientation or handicap.

SECTION 16. SEVERABILITY

Should any provision of this Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the same shall be deemed stricken here from and all other terms and conditions of this Agreement shall continue in full force and effect as if such invalid provision had never been made a part of the Agreement.

SECTION 17. ENTIRETY OF AGREEMENT

This Agreement represents the entire understanding between the parties. This Agreement may be modified and amended only by written instrument executed by parties hereto.

SECTION 18. VENUE

To the extent allowed by law, the venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

SECTION 19. ATTORNEY'S FEES

Any costs or expense (including reasonable attorney's fees) associated with the enforcement of the terms and for conditions of this Agreement shall be borne by the respective parties, however, this clause pertains only to the parties to this Agreement.

SECTION 20. INSURANCE

A. Prior to execution of this Contract by the Agency the Consultant shall provide certificates evidencing insurance coverage as required hereunder. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the Consultant has obtained insurance of the type, amount, and classification as required for strict compliance with this Article and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the Agency's representative. Compliance with the foregoing requirements shall not relieve the Consultant of its liability and obligations under this Contract.

B. The Consultant shall maintain during the term of this Contract, comprehensive automobile liability insurance in the minimum amount of \$500,000.00 combined single limit for bodily injury and property injury, including death, as well as from claims for property damage, which may arise from the Ownership, use, or maintenance of owned and non owned automobiles, including, but not limited to, leased and rented automobiles whether such operations be by the Consultant or by anyone, directly or indirectly, employed by the Consultant.

C. The parties to this Contract shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes. In the event that a party does not carry Workers' Compensation Insurance and chooses not to obtain same, then such party shall in accordance with Section 440.05, Florida Statutes, apply for and obtain an exemption authorized by the Department of Insurance and shall provide a copy of such exemption to the Agency .

SECTION 20. DELEGATION OF DUTY

Nothing contained herein shall deem to authorize the delegation of the constitutional or statutory duties of the officers of the Agency.

SECTION 21. EFFECTIVE DATE

This Agreement shall become effective upon the date first above written.

THE REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

ATTEST:

By: 

Name: Tony Brown

Title: Executive Director

**Riviera Beach Community
Redevelopment Agency**

By: 

Name: DAWN S. PARDO

Title: Chairperson

Approved as to form:

By: 

J. Michael Haygood
AGENCY Attorney

Langston Associates, Inc.

By: 

Michael Langton
President

Exhibit B

Work Order No. 1

**Project: GRANT WRITING SERVICES WITH A FOCUS ON
NEIGHBORHOOD AND COMMERCIAL DEVELOPMENT**

Description of Service: Langton Associates, Inc., will work with CRA staff to provide grant services for all grants identified by the Agency as determined by the Agency's selected highest priority funding projects and grant opportunities. In addition, they will review and update grant needs identified; access the validity of current funding priority areas; coordinate with Agency lobbyist's; identify changes in funding priority areas, and identify new priority areas for funding/grant proposals based on funding viability.

Langton Associates, Inc. shall provide the following Grant Services:

SCOPE OF WORK

- A. IN-DEPTH NEEDS ASSESSMENT.** Through on-site interviews with officials and staff, Client needs will be determined. Review of materials concerning the Client government, its services and structure; such as the Comprehensive Plan, Capital Improvement Plan, Budget, etc. A list of Client needs will be matched with resources available through various programs. A Strategic Grants Plan will be developed/updated to fund Client priority projects through various grant and loan programs.
- B. DETERMINATION OF RELEVANT FUNDING SOURCES.** Make extensive use of internal and external resources to determine appropriate sources of funding to accomplish client goals. Recommendations for applications will need to be made on an on-going basis.
- C. PREPARATION AND SUBMISSION OF GRANT APPLICATIONS.** CONSULTANT to develop and prepare the grant applications and submit them to the funding agencies; also provide technical assistance to Client staff who are already soliciting grants. Langton shall prepare all grants required by the Agency for an aggregate of \$1 million or more in funding and completing a minimum of 12 per year. Attachment "A" highlights a list of potential grant opportunities for the CONSULTANT and Agency to prioritize and target for application.
- D. TECHNICAL ASSISTANCE ON GRANT ADMINISTRATION.** CONSULTANT to provide client staff and contractors administering grants with expert advice that will keep them on track.

E. PERSONALIZED GRANT RESEARCH AND CONSULTATION. CONSULTANT to keep up with the U.S. Congress and the Florida Legislature, and coordinate with the CRA's State and Federal Lobbyists.


I. INTERGOVERNMENTAL RELATIONS WITH FEDERAL AND STATE GOVERNMENTS. CONSULTANT will act as a liaison to the funding agency before, during, and after any application is made.

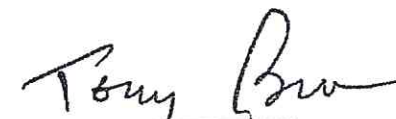
J. WEEKLY E-MAIL GRANT ALERT. SmartGrants will be sent to all CRA staff with potential grant projects and will detail federal, state, and foundation grant opportunities announced the previous 2 weeks.

PAYMENT OF SERVICES

- \$5,000 per month for 24 months.

Accepted By:

By: 
Michael Langton, President

By: 
Tony Brown, Executive Director

Date: 9/1/15

Date: 9/1/15

CC: Scott Evans, AICP, Director of Planning & Development
Annetta Jenkins, Director of Neighborhood Services

Work Order 1: Attachment A

Possible Grants To Address Riviera Beach CRA Interests

Proposed Grant Programs Range/Max	Funding
<ul style="list-style-type: none"> • Economic Development Administration Public Works Grant Program • Passenger Ferry Grant Program • Transportation Alternatives Program/TPO • Community Economic Development Program (CED) • USDA Community Food Project • Community Development Block Grant/ Palm Beach County • Florida Recreational Trails Program • Florida Recreational Development Assistance Program • Boating Infrastructure Grant Program (BIGP) • Florida Boating Improvement Grant Program • Land and Water Conservation Program • Coastal Partnership Initiative • Lowe's Foundation Community Partners • Scheon Foundation Grant Program • Florida Economic Development Road Fund • USDA Farmers Market Promotion Program • Quantaum Foundation of P.B.C. • ArtPlace American Initiative Grants Program • NEA Our Town • Florida Housing Finance Cooperation Incentive Program • Florida Cultural Facilities Grant Program 	<p>\$500,000 – \$2.5 Million</p> <p>\$4 Million</p> <p>\$500,000 – \$1 Million</p> <p>\$800,000</p> <p>\$400,000</p> <p>\$150,000</p> <p>\$500,000</p> <p>\$200,000</p> <p>No Limit</p> <p>\$500,000</p> <p>\$200,000</p> <p>\$30,000</p> <p>\$25,000</p> <p>\$40,000</p> <p>\$2 Million</p> <p>\$100,000</p> <p>\$25,000</p> <p>\$500,000</p> <p>\$200,000</p> <p>No Limit</p> <p>\$500,000</p>

EXHIBIT B

Riviera Beach CRA

Annual Report 2016-17



July 24, 2017

Dear Scott Evans:

The Langton Consulting team has enjoyed working with the staff of the Riviera Beach CRA and CDC over the past four years to help secure funding for projects important for the citizenry of Riviera Beach. Since the start of our contract in September 2015, we have applied for \$1,061,976 from Foundation, State and Federal funding sources. A total of \$110,000 has been awarded to date, with \$185,245 in pending requests to several agencies outstanding. **Our team is excited to expand our scope of services to include the needs of the City of Riviera Beach in order to streamline efforts of securing funding and achieving our collective vision for the citizens of Riviera Beach.**

The following is a summary of grant proposals submitted within the past year. A summary of previous activity is available upon request.

Grants Submitted from August 2016 - July 2017

Project	Grant Program	Submission Date	Amount	Status
Riviera Beach Heights Community Garden Expansion	Tau Grant – Allegany Franciscan Ministries	October 12, 2016	\$10,000.00	Funded
13 th Street Tri-Rail Coastal Link Station Area Master Plan	South Florida Transit Oriented Development Grant Program – South Florida and Treasure Coast Regional Planning Councils	March 10, 2017	\$150,000.00	Not Funded
Riviera Beach Public Market Demonstration Project	Farmers Market Promotion Program (FMPP) – U.S. Department of Agriculture, Agricultural Marketing Service	March 27, 2017	\$132,245.00	Pending
Riviera Beach History Wall Mural	Challenge America – National Endowment for the Arts	May 4, 2017	\$10,000.00	Pending
13 th Street Tri-Rail Coastal Link Station Area Master Plan	Cultural Corridor Consortium Grant – Transportation for America in partnership with Smart Growth America	June 2, 2017	\$50,000.00	Not Funded
Riviera Beach Homebuyers Club	BankUnited Community Contribution Grant	June 22, 2017	\$3,000.00	Pending

Continued on next page

Project	Grant Program	Submission Date	Amount	Status
Station Area Master Plan – Public Input Gathering	Community Planning Technical Assistance Grant Program – Florida Department of Economic Opportunity, Division of Community Development	June 23, 2017	\$25,000.00	Pending
Station Area Master Plan – Cultural Asset Mapping	Competitive Florida Economic Development Project Grant Program – Florida Department of Economic Development, Division of Community Development	June 23, 2017	\$10,000.00	Pending
Riviera Beach Marina Village Water Tank & Wall Mural	Wells Fargo Foundation	June 29, 2017	\$5,000.00	Pending
TOTAL			\$395,245.00	

The Langton Consulting team looks forward to the continued efforts to obtain strategic funding for the Riviera Beach CRA and CDC, and to exploring funding opportunities for the City of Riviera Beach to enhance their abilities to actualize overall community vitality and impact. We appreciate your consideration and continued support for these endeavors.

Sincerely,



Michael Langton, GPC
President, Langton Consulting

CC: Annetta Jenkins
Members of the Board of Commissioners

EXHIBIT C

Riviera Beach CRA

Strategic Grants Plan 2017-18



July 24, 2017

Dear Scott Evans:

In line with needs identified in the Needs Assessment conducted in 2013, and needs discussed with CRA leadership related to evolving priorities since completion of the initial assessment, we have identified the following projects and grant programs to further explore and/or pursue in the immediate future. Additional opportunities will continue to be identified as potential funding sources come to our attention, making this a working document.

Please note that this document includes programs that may be appropriate for submission by the CRA, CDC or various departments of the City of Riviera Beach. One-on-one meetings with City department directors are currently being scheduled in order to collect information necessary for the Langton team to complete a thorough needs assessment and to identify additional grant opportunities and to solidify the viability of those cited here. We are attempting to schedule the needs assessment interviews during the week of August 9.

Grant Applications Currently in Progress

Project	Grant Program	Anticipated Deadline	Maximum Request
Riviera Beach Marina Village Water Tank & Wall Mural, Phases I & II plus Marina Event Center History Wall	Impact the Palm Beach - Community Foundation of Palm Beach and Martin Counties	LOI – August 4, 2017; If invited to submit full application, due September 26, 2017	\$100,000.00
Gun Violence/Teen Violence	2017 Mayor's Challenge - Bloomberg Philanthropies	RSVP – August 18, 2017; Initial Application due October 20, 2017; If recipient of 35 testing phase grants, full application due August, 2018	\$5,000,000.00
RBCDC – Operating Funds	Quantum in the Community Grants - Quantum Foundation	August 18, 2017	\$25,000.00
Public Art Trail from Marina District to Neighborhoods	Our Town - National Endowment for the Arts	Pre-application due September 11, 2017; Full application due September 25, 2017	\$200,000.00

Grant Programs Recommended for Further Exploration September 2017 - August 2018

Project	Grant Program	Anticipated Deadline	Maximum Request
Public Infrastructure Projects that Fuel Job Creation	Florida Job Growth Grant Fund – Florida Department of Economic Opportunity	Currently open – no deadline indicated	No limit indicated
Parks & Recreation Development Projects	Florida Recreation Development Assistance Program (FRDAP) – Florida Department of Environmental Protection	September 2017	\$200,000.00
Working Waterfronts/Access to Coastal Resources	Coastal Partnership Initiative – Florida Department of Environmental Protection	October 2017	\$30,000.00
Firefighting Equipment	Assistance to Firefighters Grant (AFG) Program – Federal Emergency Management Agency	November 2017	\$1,000,000.00
Development and Repair of Veteran Housing	Veteran Housing Grants – The Home Depot Foundation	November 2017; March, July 2018	\$500,000.00
Gun Violence/Teen Violence	Byrne Criminal Justice Innovation Program – U.S. Department of Justice	February 2018	\$350,000.00 for Planning; \$1,000,000.00 for Implementation
Hiring of Firefighters	Staffing for Adequate Fire & Emergency Response (SAFER) Grants – Federal Emergency Management Agency	February 2018	Specific limits based directly on number of firefighters sought
Public Waterway Access Facilities/Waterfront Parks	Waterway Assistance Program Grant – Florida Inland Navigation District	March 2018	\$1,500,000.00
Marina Improvements	Florida Boating Improvement Program (FBIP) – Florida Fish and Wildlife Conservation Commission	April 3, 2018	\$200,000.00
Rejuvenate older, downtown business district while maintaining historic character	HOPE VI Main Street Program – U.S. Department of Housing and Urban Development	April 2018 (recent cycles have funded past applicants rather than taking new applications)	\$500,000.00
Fire Safety Initiatives	Fire Prevention & Safety (FP&S) Grant Program – Federal Emergency Management Agency	May 2018	\$1,500,000.00
Marina Event Center History Wall/Public Art Trail	Specific Cultural Projects – Florida Division of Cultural Affairs	June 2018	\$25,000.00

Continued on next page

Project	Grant Program	Anticipated Deadline	Maximum Request
Restoration of Historically Significant Structures	Special Category Grants – Florida Division of Historical Resources	June 2018	\$500,000.00
Restoration of Historically Significant Structures	Small Matching Grants – Florida Division of Historical Resources	June 2018	\$50,000.00
Hiring of Police Officers	COPS Hiring Program (CHP) – U.S. Department of Justice	July 2018	Up to 15 officers
Land Use Planning	Community Planning Technical Assistance Grants – Florida Department of Economic Opportunity	July 2018	\$25,000.00
Marina Improvements	Boating Infrastructure Grant Program (BIGP) – Florida Fish and Wildlife Conservation Commission	August 2018	\$1,500,000.00
Planning and Implementation of Comprehensive Neighborhood Revitalization Plans	Choice Neighborhood Planning and Implementation Grants – U.S. Department of Housing and Urban Development	August 2018	\$1,300,000.00
Sustainable Environments/Strong Local Economies/Thriving Cultures	Surdna Foundation	Accepted on an Ongoing Basis	\$1,000,000.00
Large-Scale City or CRA/CDC Projects Seeking to Solve Economic Depression	Economic Development Assistance Programs – U.S. Department of Commerce, Economic Development Administration	Accepted on an Ongoing Basis	\$3,000,000.00

We appreciate your consideration and continued support for these endeavors.

Sincerely,



Michael Langton, GPC
President, Langton Consulting

CC: Annetta Jenkins
Members of the Board of Commissioners

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF
COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 8/9/2017

Agenda Category:

Subject: COMMERCIAL GRANT PROGRAM UPDATE

Recommendation/Motion: NONE

Originating Dept	PLANNING & DEVELOPMENT	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

SEE ATTACHED

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
COMMERCIAL_GRANT_PROGRAM_PRESENTATION_7-31-17_MEETING.pdf	COMMERCIAL GRANT PROGRAM PRESENTATION	8/1/2017	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	8/2/2017 - 10:10 AM
CRA Internal Review	Evans, Scott	Approved	8/2/2017 - 10:12 AM



COMMERCIAL GRANT PROGRAM
August 9, 2017

COMMERCIAL GRANT PROGRAM

- *Eliminating Blight*
- *Incentivizing exterior Improvements*
- *Improving property values in the major corridors & the CRA.*

PROPERTY IMPROVEMENT INCENTIVE PROGRAM

- *Improving properties in the major corridors.*
- *Eliminating Blight*
- *Incentivizing exterior Improvements*
- *\$1 private to \$4 public fund, matching capped at \$40,000.*
- *Competitive Process- Rankings and Awards to be approved by the CRA Board*



BEAUTIFICATION INCENTIVE PROGRAM

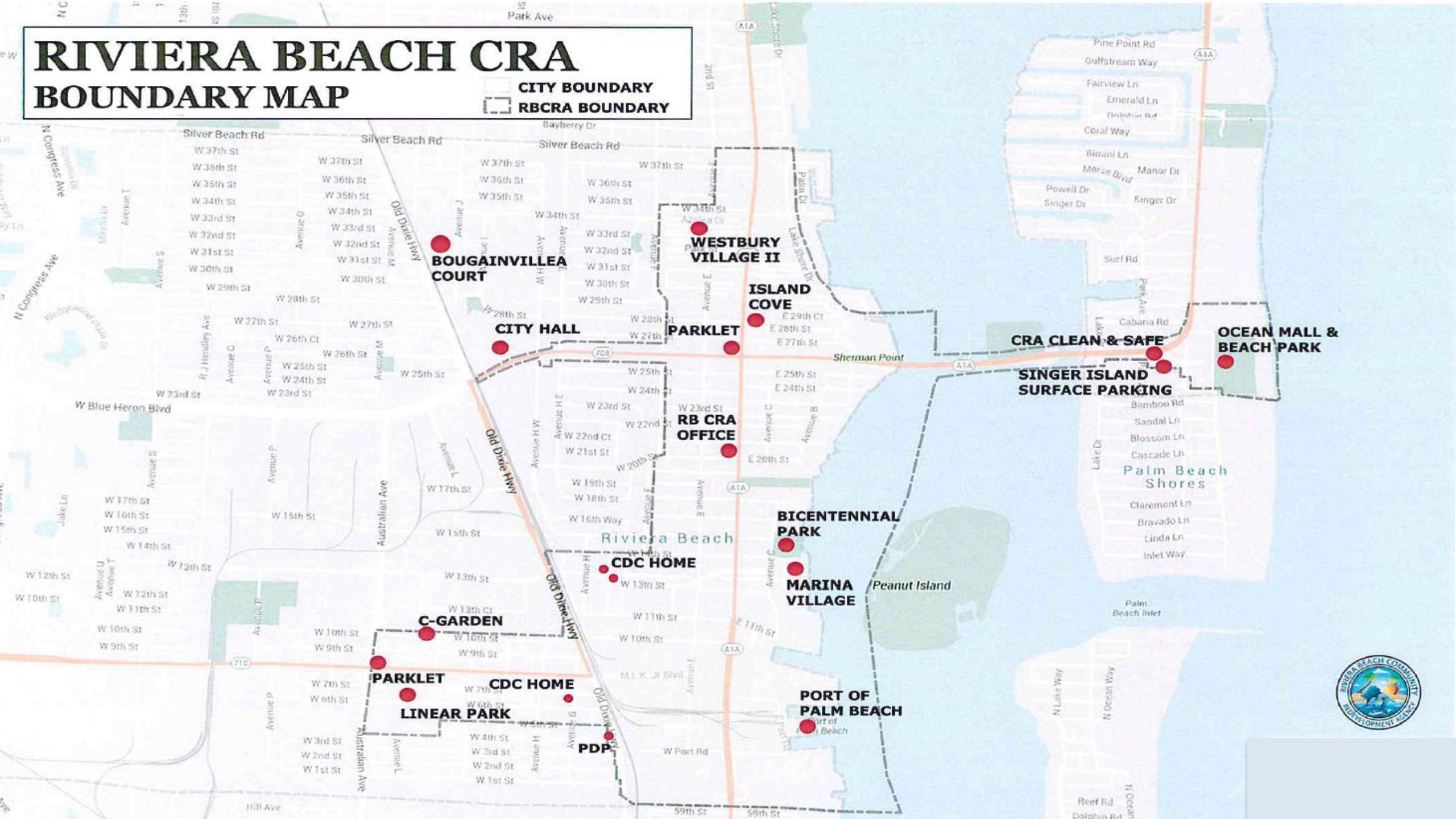
- *Visual exterior improvements*
- *\$4,000 max reimbursable grant amount.*
- *Incentivizing exterior Improvements*
- *Open Application Process- starting Aug 23,2017
and continuing thru 2017/2018 Budget year*

ELIGIBLE IMPROVEMENTS

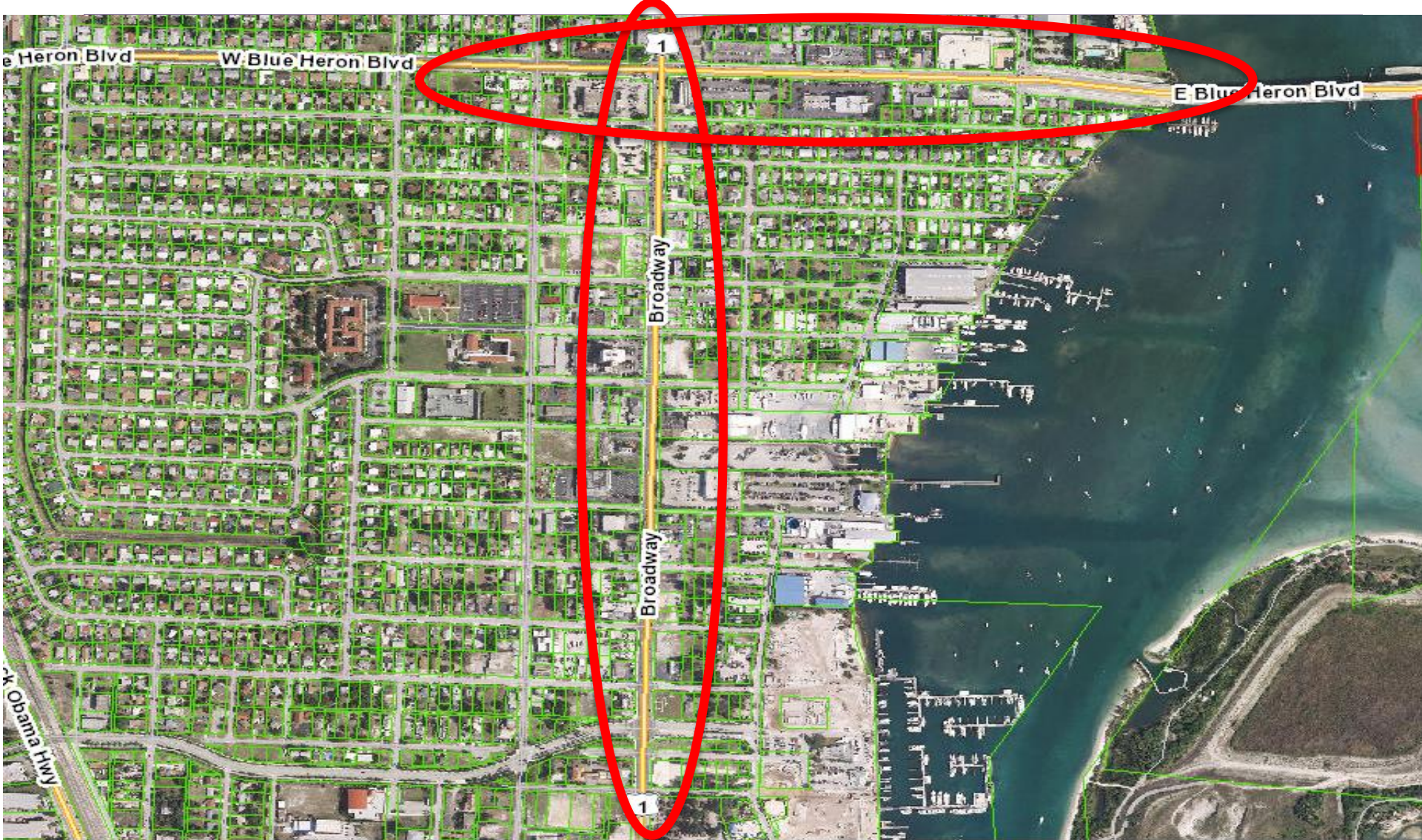
- ***Painting***
- ***Shutters***
- ***Awnings/canopies***
- ***Decorative exterior facade improvements***
- ***Exterior doors/windows***
- ***Landscaping around the building***
- ***Irrigation***
- ***Parking lot re-paving, re-sealing, re-striping***
- ***Exterior lighting***
- ***Patio or decks connected to the building***
- ***Exterior wall repairs (e.g. stucco, brick or wood repairs and replacement)***
- ***ADA improvements***
- ***Signage***
- ***Fencing (excluding : chain link, barbed wire, and wood panels)***
- ***Demolition of structure and (re)sodding of vacant property***

RIVIERA BEACH CRA BOUNDARY MAP

 CITY BOUNDARY
 RBCRA BOUNDARY



CRA FOCUS AREA



IMPLEMENTATION TIMELINE

JULY 2017

- CREATING MARKETING MATERIAL
- CANVASING THE CRA

AUGUST 2017

- LAUNCH EVENT 8/23/2017
- DISTRIBUTING APPLICATIONS

SEPT 2017

- WEEKEND LAUNCH EVENT 9/9/2017
- TECHNICAL ASSISTANCE AVAILABLE 9/21/2017

NOV 2017

- APPLICATION CUTOFF
- APPLICATION REVIEW AND SCORING

DEC 2017

- RECCOMENDATION
- SUBMITTED TO THE BOARD.
- GRANTS AWARDED

Riviera Beach CRA

Property Improvement

Grant Program

The CRA Property Improvement Grant Program provides commercial property owners with financial assistance (grant) to improve the external appearance of their properties along the major right-of-way corridors in the CRA.

Eligibility

- The program is for commercial properties located in the CRA District. Residentially zoned properties are excluded.
- The applicant will be eligible for a grant from the CRA for up to \$40,000 based on \$1 private for every \$4 in public funds match criteria.
- All proposed exterior improvements must meet the CRA's Design Guidelines and be approved by the CRA Board.
- Funding can be used for exterior renovation, restoration and rehabilitation as well as landscaping improvements.
- All work must be done in compliance with applicable City of Riviera Beach Building Codes and Land Development Regulations. All contractors must be licensed in Riviera Beach/Palm Beach County.

**RECEIVE UP TO
\$40,000
IN GRANT FUNDS**

Eligible Improvements Include:

- ✓ Painting
 - ✓ Shutters/Signage
 - ✓ Awnings/Canopies/Fencing
 - ✓ Patio/Deck restoration
 - ✓ Exterior doors/windows
 - ✓ Landscaping/Irrigation
 - ✓ Parking lot restoration
 - ✓ Exterior lighting/wall repairs
 - ✓ ADA improvements
- and More!**

KEY DATES

PROGRAM LAUNCH

Session 1
August 23, 2017
5:30 - 7:30pm

Session 2
September 9, 2017
9:30 - 11:30am
Marina Event Center
190 East 13th Street
Riviera Beach, FL 33404

APPLICATION ASSISTANCE

September 21, 2017
4:00 - 7:00pm

Riviera Beach CRA
2001 Broadway, Suite 300
Riviera Beach, FL 33404

APPLICATION DEADLINE

October 31, 2017

Please submit your completed application to:
Riviera Beach CRA
2001 Broadway, Suite 300
Riviera Beach, FL 33404

Detailed program information is available at:
www.rbcra.com/2017GrantProgram

Riviera Beach Community Redevelopment Agency
2001 Broadway, Suite 300 Riviera Beach, FL 33404
Phone: 561-844-3408



**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF
COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 8/9/2017

Agenda Category:

Subject: DISCUSSION AND PRESENTATION OF A PROPOSED PROPERTY EXCHANGE AGREEMENT BETWEEN THE AGENCY AND VIKING DEVELOPERS.

Recommendation/Motion: DISCUSSION ITEM

Originating Dept	INTERIM EXECUTIVE DIRECTOR	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

DISCUSSION AND PRESENTATION OF A PROPOSED PROPERTY EXCHANGE AGREEMENT BETWEEN THE AGENCY AND VIKING DEVELOPERS. THE PROPOSED EXCHANGE WILL CREATE FUTURE DEVELOPMENT SITES WITHIN THE MARINA DISTRICT CONSISTENT WITH THE MARINA DISTRICT MASTER PLAN APPROVED ON FEBRUARY 25, 2013 BY THE AGENCY, AND WITH THE PHASE ONE SITE PLAN APPROVED BY THE CITY COUNCIL ON FEBRUARY 20, 2014.

THE EXCHANGE WILL PROVIDE THE AGENCY WITH IMPROVED LAND HOLDINGS WITHIN THE MARINA VILLAGE AND WILL ENHANCE THE PROPERTY THAT WE CONTROL FOR THE UPCOMING MARINA VILLAGE PHASE II PROJECT. THE EXCHANGE WILL ALSO CREATE THE FUTURE DEVELOPMENT PARCELS THAT ARE NECESSARY FOR THE FUTURE DEVELOPMENT PHASES OF MARINA VILLAGE.

THE PROPOSED EXCHANGE WILL ALLOW THE AGENCY TO RECEIVE APPROXIMATELY 33,244 SQUARE FEET OF PROPERTY AND VIKING WILL RECEIVE APPROX. 32,635 SQUARE FEET OF PROPERTY. THE CRA HAD THE STATE CERTIFIED APPRAISAL FIRM CALLAWAY AND PRICE, INC. EVALUATE THE PROPERTIES TO DETERMINE THE MARKET VALUES IN ACCORDANCE WITH THE AGENCY'S POLICIES AND PROCEDURES. THE ESTIMATED VALUE OF THE PROPERTY EXCHANGE WAS DETERMINED TO BE NEARLY EQUAL. CALLAWAY AND PRICE APPRAISED EACH SEPARATE PROPERTY AND THE COMBINED VALUE OF THE PROPERTIES OWNED BY THE AGENCY ARE \$250,000 AS PROVIDED IN THE ATTACHED PRESENTATION; AND \$240,000 FOR PROPERTIES CURRENTLY OWNED BY VIKING. THE VIKING PROPERTIES INDEPENDENTLY HAVE MORE ASSEMBLAGE VALUE

FOR THE CRA AS THEY ARE ALREADY CONTIGUOUS. HOWEVER, THE CRA OWNED SCATTERED PROPERTIES WILL ALLOW VIKING TO ASSEMBLE LARGE CONTIGUOUS PARCELS DUE TO THE IDEAL PATTERN OF OWNERSHIP. THE PROPOSED EXCHANGE WILL BENEFIT BOTH PARTIES, AND IT WILL ASSEMBLE THE LARGER DEVELOPMENT PARCELS NECESSARY FOR THE FUTURE DEVELOPMENT OF MARINA VILLAGE. ADDITIONALLY, VIKING WILL PROVIDE THE CRA WITH THE CRITICAL EASEMENTS NECESSARY TO COMPLETE THE BROADWAY UTILITY BURIAL CAPITAL PROJECT. STAFF WILL PRESENT THE ATTACHED PRESENTATION FOR BOARD REVIEW AND CONSIDERATION. IF THE BOARD DETERMINES TO PROCEED THE CRA WILL INCLUDE A RESOLUTION AND EXCHANGE AGREEMENT AT THE NEXT CRA BOARD MEETING CONSISTENT WITH BOARD DIRECTION.

Fiscal Years

Capital Expenditures

Operating Costs

External Revenues

Program Income (city)

In-kind Match (city)

Net Fiscal Impact

**NO. Additional FTE Positions
(cumulative)**

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
MVillage.PropertyExchange.Pres.pdf	PRESENTATION	8/3/2017	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	8/3/2017 - 3:02 PM
CRA Internal Review	Evans, Scott	Approved	8/3/2017 - 3:02 PM

Community Redevelopment Agency Meeting



Discussion Item: Marina Village Property Exchange

Discussion Item:

Marina Village Property Exchange: CRA & Viking Developers

- Create Contiguous Future Development Sites that are Consistent with the Marina Village (District) Master Plan.
- Improve the Development site controlled by the CRA.
- Provide Critical Utility Easements for the Broadway Utility Burial Project.

Marina Village

Phase One Site Plan

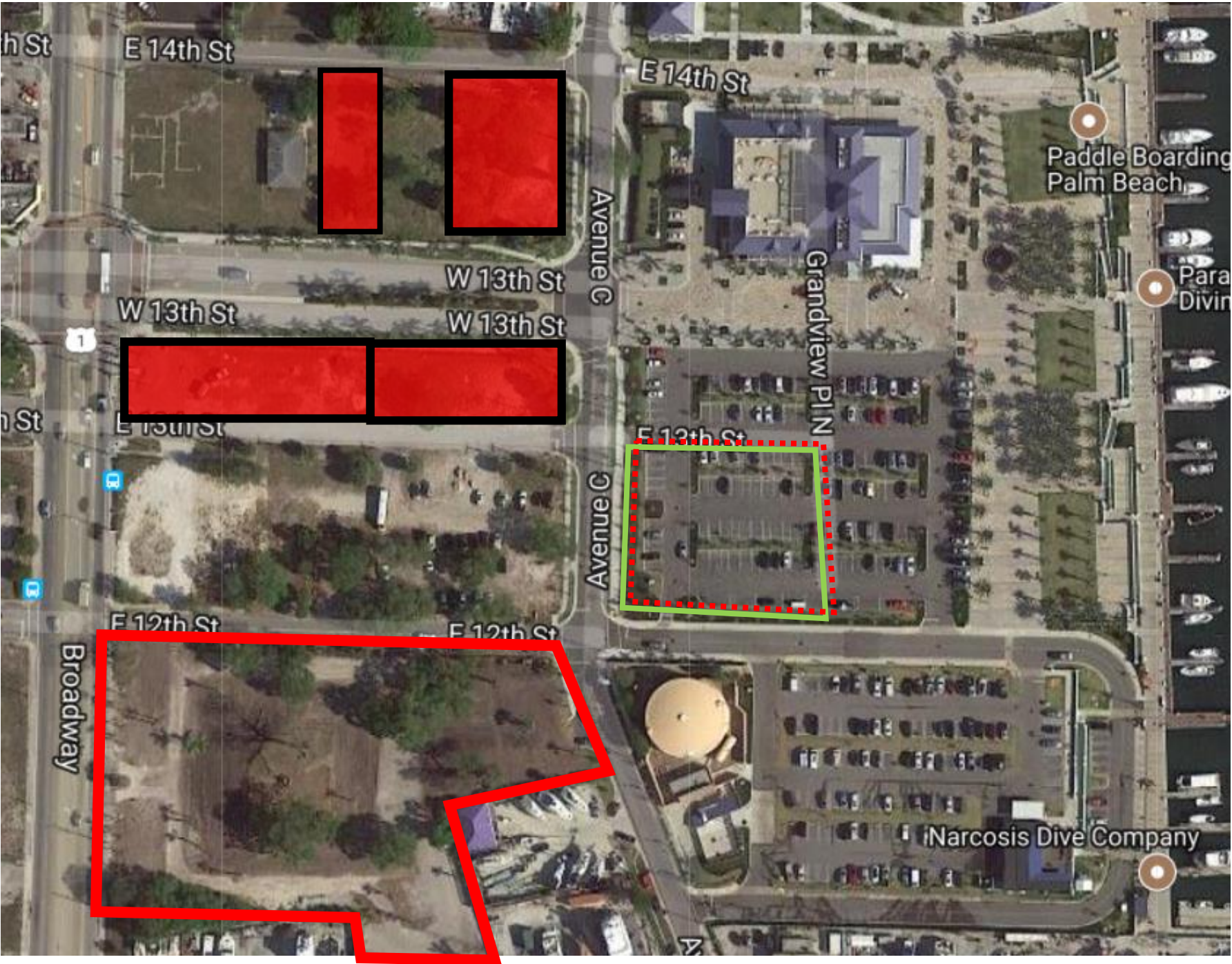
(Approved by City Council Feb 2014)

Property Exchange Creates development sites Consistent with Master Plan and the Approved Phase One Site Plan.



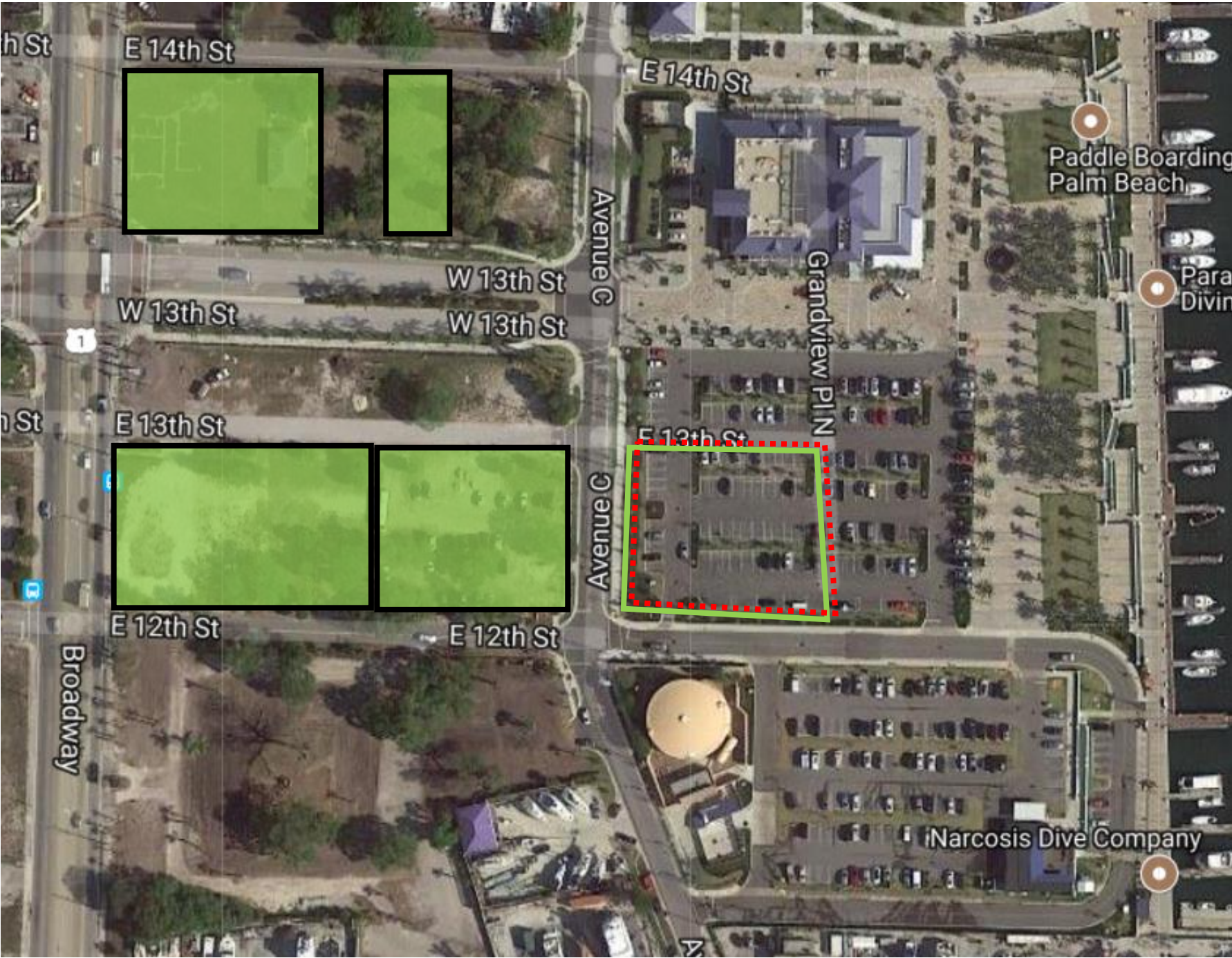
**Existing Property
Ownership in
Marina Village**

**CRA Property shown
in Red**



**Existing Property
Ownership in
Marina Village**

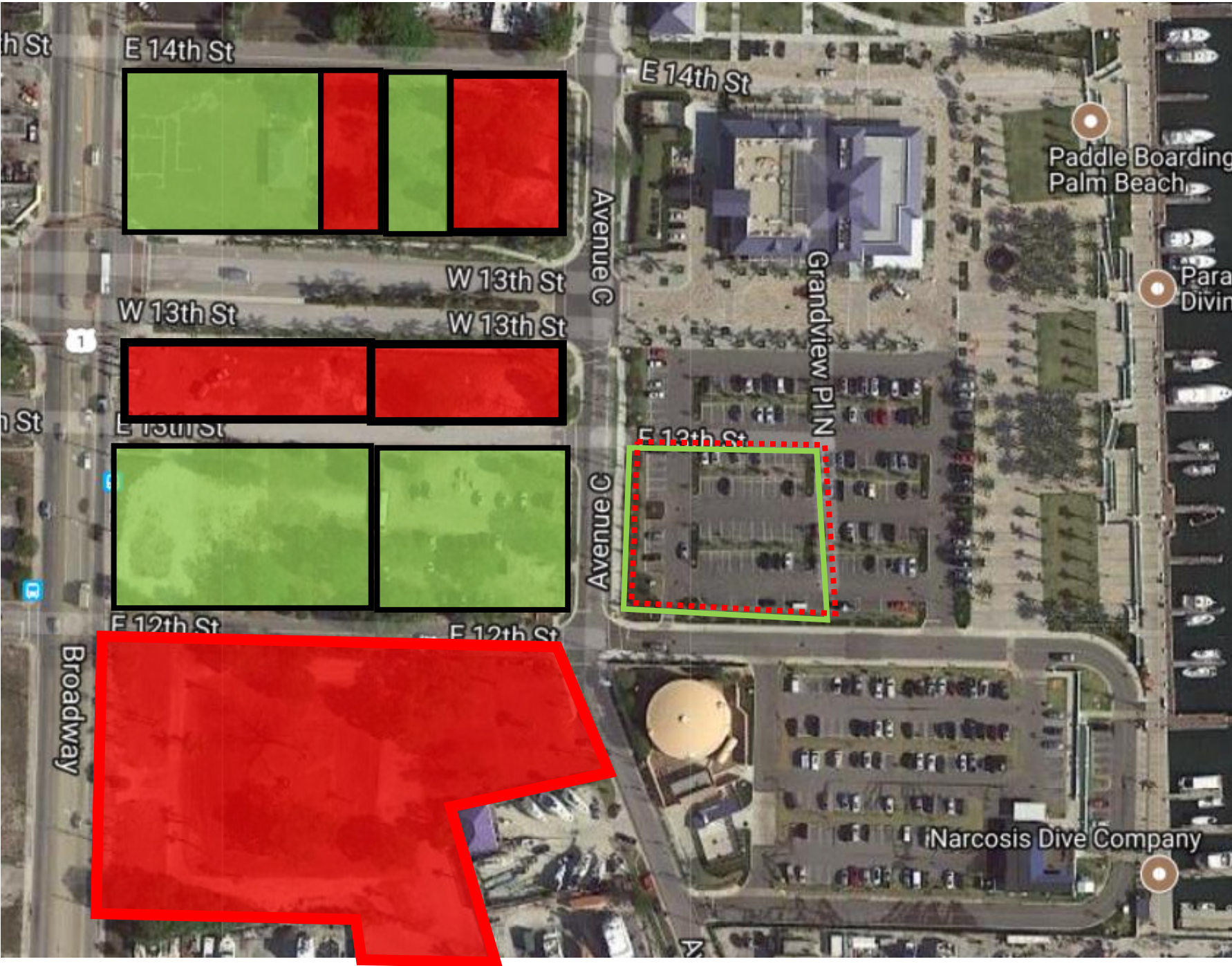
**Viking Properties
Shown in Green**



**Existing Property
Ownership in
Marina Village
(Combined)**

**CRA Property shown
in Red**

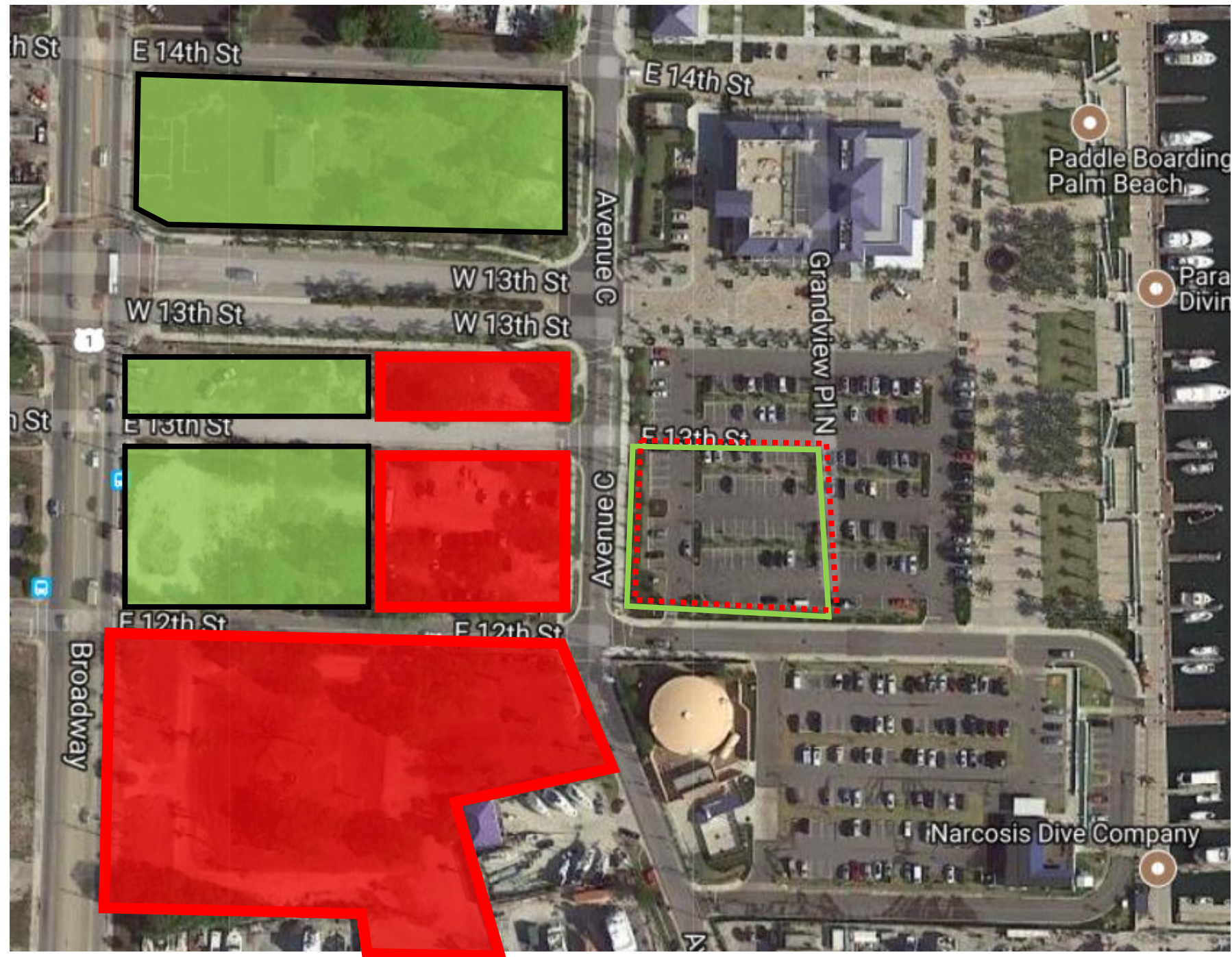
**Viking Properties
Shown in Green**



Property Ownership in Marina Village:

Exhibit shows the ownership is the Property Exchange is completed to Create Improved Development Parcels for both Viking and the CRA.

- Improves CRA Land Holdings.
- Reconfigures the Marina Village Area for Future Development



CRA Properties to be Transferred to Viking

Appraised Value: \$250,000
Total Property: 33,244 Sq. ft.



A	Riviera Beach CRA	56434233060020010	1345 Avenue C
B	Riviera Beach CRA	56434233060020030	59 E 14 th Street
C	Riviera Beach CRA	56434233060020090	S 14 th Street
D	Riviera Beach CRA	56434233060020191	1300 Broadway
E	Riviera Beach CRA	56434233060020270	E 13 th Street
F	Riviera Beach CRA	56434233060020250	E. 13 th Street
TOTAL 0.7492 acres			

Viking Properties to be Transferred to CRA

Appraised Value: \$240,000
Total Property: 32,635 Sq. ft.

Viking will also provide Critical Easements along the Broadway Corridor that will allow the Utility Burial Project to be completed.



G	Gerald Properties, LLC	56434233060140011	1201 Avenue C
H	Gerald Properties, LLC	56434233060140012	1223 Avenue C
I	Gerald properties, LLC	56434233060140031	55 E 13 th Street
J	Courtney Elizabeth Properties, LLC	56434233060140050	52 E 12 th Street
K	Gerald Properties, LLC	56434233060140070	E 12 th Street
Other	Courtney Elizabeth Properties, LLC	56434233060170100	120 W 11 th Street
	TOTAL 0.7632 acres		

**CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY BOARD OF
COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 8/9/2017

Agenda Category:

Subject: PRESENTATION TO THE BOARD ON THE NEW MARINA VILLAGE PHASSE II
WEBSITE

Recommendation/Motion: DISCUSSION ITEM

Originating Dept	INTERIM EXECUTIVE DIRECTOR	Costs
User Dept.		Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

PRESENTATION TO THE BOARD ON THE NEW MARINA VILLAGE PHASE II WEBSITE. THE WEBPAGE ADVERTISING THIS FUTURE DEVELOPMENT OPPORTUNITY WILL GO LIVE ON AUGUST 14TH, 2017 WITH BOARD APPROVAL. THE WEBPAGE WILL FEATURE INFORMATION ON MARINA VILLAGE AND PROVIDE GENERAL BACKGROUND INFORMATION TO BEGIN TO GENERATE INTEREST IN THE UPCOMING OPPORTUNITY. THE CRA WILL BEGIN REFERRING INTERESTED BUSINESS AND INDIVIDUALS TO THE WEBPAGE TO DEVELOP INTEREST AND PROVIDE INFORMATION. VISITORS WILL BE ABLE TO SIGN UP FOR ADDITIONAL INFORMATION NOTICES, AND BE NOTIFIED WHEN NEW UPDATES ARE MADE, AS WELL AS MAKE AN APPOINTMENT TO VISIT THE SITE AND RECEIVE ADDITIONAL INFORMATION IN THE MONTH OF AUGUST.

STAFF IS PROPOSING THE BOARD REVIEW THE COMPLETE DRAFT RFP AT A SPECIAL CRA MEETING ON AUGUST 30, 2017

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)

Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

REVIEWERS:

Department	Reviewer	Action	Date
CRA	Hatcher, Darlene	Approved	8/3/2017 - 3:59 PM
CRA Internal Review	Evans, Scott	Approved	8/3/2017 - 4:01 PM